



# Steam Mills Primary School

**Policy and Procedure: Confidentiality**

## STEAM MILLS PRIMARY SCHOOL

### CONFIDENTIALITY POLICY

**Date: September 2020**

**Review Date: September 2021**

Approved by Governors: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chair)

Every person in the school must practise confidentiality for all members, adults and children.

#### **Aims and Implementations**

- To enable parents/children/staff/governors to talk to other members of the school in complete confidence.
- To ensure that disclosures/information is not shared with others unnecessarily.
- To keep and store written records so that personal information remains private.
- Safeguarding Children issues are dealt with in accordance with guidelines.
- Governors' minutes must remain confidential until they are ratified at the next meeting.
- Sensitive issues are minuted separately and are not made public.
- Telephone numbers and addresses of staff and pupils should not be given to others without their permission and are not shown on the School website.
- KS2 SATs papers must be kept in a lockable cupboard until they are sent to the examiner.
- All members of staff, governors, parent helpers and volunteers must sign the confidentiality form.
- Meetings (as necessary) must be held in a confidential environment.
- Any breaches of confidentiality will be managed by the Head Teacher.

#### **Special Needs**

- All special needs records should be stored in a lockable filing cabinet.
- Special needs information should only be shared with relevant personnel.
- Special needs children must not be named in Governor minutes.

#### **Related Documents**

- Whistle blowing Policy
- Staff Induction Policy

This policy was written in line with DCSF guidelines.

**STEAM MILLS PRIMARY SCHOOL**  
**CONFIDENTIALITY POLICY**

I acknowledge receipt of the Confidentiality Policy and agree to abide by its contents.

Signed\_\_\_\_\_

Print Name\_\_\_\_\_

Role within School\_\_\_\_\_

Date\_\_\_\_\_