

**St Martin's CE (Aided) Primary School**  
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**Headteacher: Mrs K Bartlett**



## **Confidentiality Policy**

**Status: Draft / Final**

**Date policy produced/reviewed: 01.10.17**

**Policy produced/reviewed by: Headteacher**

**Ratified by the governing body: 03.10.17**

**Signed:**

**Position:**

**Date of next review: 03.10.20**

**St Martin's CE (Aided) Primary School**  
**Confidentiality Policy**

This policy was written in consultation with staff and the Healthy Schools Working Groups, which included parent, governor and pupil representatives.

### **1. Aims**

St Martin's recognises the importance of establishing an ethos of trust where all members of the community feel assured that they can speak openly and honestly and know that their confidences will be respected. The word 'confidential' means 'something which is spoken about or given in confidence, in private and being entrusted with another's personal information'.

#### **This policy aims to:**

- Protect children at all times.
- Provide clear guidance to all members of the school community about confidentiality.
- Ensure that all sensitive and confidential information regarding pupils, staff and the school is only distributed in compliance with the confidentiality policy, as this may be detrimental if shared.
- Identify that all information held at the school about pupils and staff is confidential whether held electronically, as a hard copy or discussed.
- Emphasise other information about the school is confidential, for example financial matters or performance data.

### **2. Applicability**

This policy applies to all adults working in, visiting or contributing to our school. This includes, but is not limited to, teaching and non-teaching staff, Governors, external agencies, curriculum providers (including sports coaches and music teachers), volunteers, visitors from the church and contractors.

The policy takes account of the following legislation and guidance:

- The Children's Act 1989 and 2004
- Working Together to Safeguard Children 2015
- Keeping Children Safe in Education 2016
- Education Act 2002
- The Human Rights Act 1998
- Freedom of Information Act 2000
- Data Protection Act 1998

### **3. Principles**

All adults working in, visiting or contributing to our school must:

- Fully comply with the child protection policy and safeguarding policy.
- Fully comply with the staff acceptable use of IT policy and social media policy.
- Maintain professional standards of confidentiality about anything seen or heard within school,
- Regard all information to which they have access to be confidential, be it educational, behavioural, medical or social.
- Not disclose information regarding any pupil to anyone outside the school except to other educational or health professional (with permission from the child's parents/carers or to Children's Services professionals with permission from the DSL.
- Not disclose other confidential information about the school to anyone outside the school unless it is with the express permission of the Headteacher.

- Understand all information discussed in meetings is classed as confidential until such time as it is made formally public.
- Limit any discussion about confidential information only to those who need to know within the school.
- Take particular care that confidential information is correctly distributed when using e-mail. Staff should always use school emails for school related business. Should any information be received in error it must not be disclosed and must be returned to the sender.
- Ensure unsolicited information requests received through any means, including email and telephone, are always be validated and approved by the Headteacher.

In addition to this all adults working in, visiting or contributing to our school:

- Should be sensitive when discussing an individual child's behaviour in the presence of other children and adults.
- Discuss any concerns they have about a child with the class teacher, in the first instance – unless the concern is of a child protection nature, in which case it should be reported immediately to the DSL.
- Can expect that their personal information, including health issues will remain confidential unless there is a legal or contractual obligation to disclose such information.
- Have access to a confidential employee support service.

School will ensure that:

- All personal information about a child is regarded as confidential. The Headteacher will decide which staff members need to have access to personal information about children.
- All pupil records will be transferred in a timely and secure manner when children transfer to a new school. Any child protection records will be transferred separately in an envelop marked 'FOA DSL - Confidential).
- All confidential information, this includes but is not limited to child protection records, medical reports, SEN reports, is kept securely.

### **Working with Parents/Carers**

St Martin's School believes that it is essential to work in partnership with parents and carers. However we recognise that at times children may wish to share concerns with staff from school and ask for help confidentially. The safety, well-being and protection of pupils will always be the paramount consideration in all decisions staff make about confidentiality. Therefore teachers' will:

- Share information about a child in relation to educational, behavioural, medical or welfare matters with that child's parents/carers and only that child's parents/carers.
- Not share information with parents/carers about any other child.
- Encouraged children to be open with their parents/carers, and discuss their worries and emotional concerns. Provide children with support to do this when necessary.
- Work with children and parents/carers when discussing and sharing sensitive information e.g. bereavement/disability and agree on the most appropriate way of doing this.
- Discuss any concerns with the DSL before making a decision about who to share sensitive information with.

### **4. Breaches of Confidentiality**

- Any breach of confidentiality will be treated as a serious offence and may lead to suspension or dismissal.
- Staff, voluntary helpers, relief staff or visitors to the school who suspect a breach of confidentiality must inform the Headteacher.
- Governors who suspect a breach of confidentiality must inform the Chair of Governors.
- Staff and governors remain bound by the requirement to keep information confidential even if they are no longer employed by, or are associated with, the school.