



Confidentiality Policy

We believe confidentiality is when someone during a private conversation entrusts another with their secrets and with the confider expecting absolute confidentiality from the confidante.

We feel we can only offer limited and not absolute confidentiality at this setting as the safety, well-being and protection of our children are the main consideration in all decisions school personnel make.

We stress that school personnel must make it clear when in discussion with children or parents/carers that there are limits to confidentiality that can be offered, so that they can make informed decisions about the most appropriate person/s to talk to about the personal matters that have been disclosed.

We believe we have created a safe and supportive school environment which encourages children to talk to school personnel in order to share their problems. Trust between children and staff is an established part of our ethos. We believe children should be encouraged to form and to express their views.

Computer & paper based Information

Protection of data about individuals is now a requirement of the law. GDPR lays down that:-

- “(a) processed lawfully, fairly and in a transparent manner in relation to individuals (‘lawfulness, fairness and transparency’);
- (b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (‘purpose limitation’);
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (‘data minimisation’);
- (d) accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (‘accuracy’);
- (e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals (‘storage limitation’);
- (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful



processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures ('integrity and confidentiality').

(See Data Protection & Information Security Policies)

If any individual is found to have permitted unauthorised disclosure they, as well as the organisation, can face prosecution.

Aims

To ensure that all information shared in confidence by children, parents/carers and staff will only be used to enhance the safety, well-being and protection of our children.

Procedure

Role of the Local Governing Body

The Local Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure that all school personnel are aware that they should not promise absolute confidentiality and that the safety, well-being and protection of the child is the principal consideration in all decisions school personnel make about confidentiality.
- responsibility to ensure all policies are made available to parents
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will communicate this policy to all school personnel, children, parents/carers, governors, outside agencies and visitors by:

- organising training for school personnel on Child Protection and Safeguarding;
- including the policy in the staff handbook;
- including the policy in the handbook for school visitors;
- organising governor training sessions;

Role of School Personnel

School personnel will:

- comply with this policy by not promising at any time absolute confidentiality when a disclosure has been made to them;
- undertake appropriate training;
- pass on confidential information for the safety, well-being and protection of our children to the Designated Safeguarding Lead.

Role of children

Children will be aware, appropriate to their level of development:

- that they can talk about any concerns or worries they have with school personnel;
- of how to access confidential support such as Childline;



- that they will be encouraged by the school to discuss any matters that they have brought to the attention of the school with their parents/carers.
- that they will treat others, their work and equipment with respect

Role of parents

Parents/carers work in partnership with the school and are kept informed of their child's progress and behaviour.

- Parents have ready access to the files and records of their children.
- Parents will be aware of and comply with this policy

Role of School Visitors (Outside Agencies and Parent Helpers)

- All school visitors will be made aware of the school policy about disclosures and confidentiality during their induction
- All visitors must report any concerns they have regarding a child.
- All disclosures must be reported.

Monitoring the Effectiveness of the Policy

Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Anyone having queries / issues with confidentiality, please follow the complaints policy & procedures.

This policy links with the following other policies:

- Data Protection
- Information Security and Acceptable Use of ICT
- Whistleblowing
- Safeguarding
- Staff behaviour Policy / Code of conduct
- Accessibility
- Complaint Policy
- Children's right to dignity, courtesy and respect

Policy reviewed and approved on 3/12/24

Signed:.....Date:.....

Signed:.....Date:.....