

CONFIDENTIALITY POLICY



SEPTEMBER 2025

Approved at committee: 1st October 2025
Adopted & ratified by full governing body: 1st October 2025

CONFIDENTIALITY POLICY

OUR CHRISTIAN VISION

‘To be the best we can in the sight of God’

Inspired by St Paul’s teaching ‘You are all one in Christ’ (Galations 3:28)

We aspire for everyone in our school family to be accepted and be accepting, welcoming all. To be a community that treats others equally, with respect and kindness. To be aspirational, having hope and celebrating the value and purpose of our unique abilities. To love learning and to embrace new experiences and challenges with courage and creativity, as we become the best version of ourselves. We want to promote peace. To love and serve our diverse local and global community, making a difference for others.

AIMS

This policy encompasses the aims of the School Development Plan

Our six aims

1. (Standards) To ensure that each child achieves their highest standard and makes good progress in all areas of school life.
2. (Teaching and Learning) To provide pupils with high quality teaching in order to meet each child’s learning needs by means of a broad, balanced curriculum.
3. (Environment) To provide a secure, well resourced, high quality learning environment.
4. (Management) To support the work of the school by effective management of finance, curriculum, administration and personnel.
5. (Ethos) To create a happy, inclusive school culture in which to promote our children’s spiritual, moral, social and cultural development and in which all children feel valued.
6. (Partnership) To promote a mutually supportive learning partnership with governors/parents and to extend children’s skills and interests to the wider community. Parents of children with AEN will be kept informed of their child’s progress as outlined in the policy.

LEGAL REQUIREMENTS

Human Rights Act 1998

Gives everyone the right to “respect for his private and family life, his home and his correspondence”, unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

Data Protection Act 2018

Applies to personal data of living, identified viable individuals, not anonymised data, manual and electronic records. Schools need to be clear, when collecting personal data, what purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents. As a school, we are aware of the General Data Protection Regulation (GDPR) and have implemented the statutory guidelines as of **28th May 2018**. Our school has made significant changes have been made to fully satisfy the requirements of the GDPR; we have contributed to a Dovestone Learning Partnership (DLP) working party to address the changes from December 2017 to the present (September 2025). See Appendix.

Freedom of Information Act 2000

Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is

considered the information may damage the recipient, if disclosed. School data or record keeping policy should also cover the requirements of this act.

Children's Act 2004

The Children's Act, 2004, sets out the following objectives under the every child matters agenda:

- Children and Young People are mentally and emotionally healthy
- Children and Young People are sexually healthy
- Children and Young People choose not to take illegal drugs
- Children and Young People are safe from maltreatment, neglect, violence and sexual exploitation
- Children and Young People have security, stability and be cared for

POLICY AIMS

This Confidentiality Policy impacts upon every other school policy. The school is committed towards equal opportunities in all aspects of school life.

The aims are:

- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in school deal confidently with sensitive issues.

CONFIDENTIALITY IN SCHOOL

All adults working in our school

- Implement the Safeguarding & Child Protection Policy.
- Encourage children to be open with their parents/carers.
- Must maintain professional standards of confidentiality about anything seen or heard within the school.
- That have a concern about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure, should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school.
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call or validated email request.
- Unconditional confidentiality should never be given.
- If an adult receives external information that leads them to believe there is a child protection issue, they could refer the information to the Child Protection Designated Leads (DSLs) who are the Headteacher, Learning Mentor, Assistant Head or Business Manager.
- Adults should be sensitive when discussing an individual child's behaviour in the presence of another child.
- No adult should enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.

CONFIDENTIALITY IN THE CLASSROOM

- Ground rules and distancing techniques will be used where sensitive issues are to be addressed e.g. drugs education, sex and relationships education.
- All adults should not put pressure on children to disclose personal information and should be discouraged from applying any such pressure.
- All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- Children will be reassured that, if information has to be shared, they will be informed first and then supported appropriately.
- If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be carried out sensitively by the class teacher/Headteacher e.g. bereavement.

CONFIDENTIALITY FOR GOVERNORS

- Governors, in all meetings and in their dealings with all school issues should uphold confidentiality.
- Governors should not divulge details about information they have heard regarding individuals (be they staff, families or individual children) to any person outside of the meeting.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

INFORMATION HELD ABOUT CHILDREN

- Information about children will be shared with parents/carers but only about their child. Parents/carers will not have access to any other child's marks and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- All personal information about children including social services records are regarded as confidential. The Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, minutes of meetings, Social Care and Health Services will be kept securely.

LINKS WITH OTHER POLICIES

This policy links with:

- Safeguarding Policy/Child Protection Policy
- Equality Policy
- Accessibility Plan and Disability Equality Scheme (including DDA 2010)
- Data Protection Policy/GDPR
- Freedom of Information Publication Scheme

MONITORING AND REVIEW

The Headteacher monitors procedures in school and the policy is reviewed regularly by Governors – annually unless earlier is deemed necessary.

Headteacher: Mr J Whittaker

Chair of Governors: Mrs Rebecca Ashton

Date approved (committee): 1st October 2025

Date adopted (full governors): 1st October 2025

APPENDIX 1

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school's Data Protection Policy.

Data Audit For The Confidentiality Policy					
What ?	Probable Content	Why ?	Who ?	Where ?	When ?
Pupil data and family contact details Incident reports stored electronically	Name D.O.B. Address/family details Incident reports	Child's contact details – family etc needed in case of emergency. Details of any issues relating to confidentiality	All Staff (as necessary) Office staff keep contact details.	School Office re pupil/family contact details Staff electronic records Data is deleted / shredded as necessary Stored electronically on CPOMs	Held on File throughout a child's time at school Key data is passed onto a new School when moving on Some data is archived until the child is 25 (e.g. SEND pupil)

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		X

This policy will be reviewed every three years or sooner if legislation / school assessment systems change.