



# Confidentiality Policy

## Statement of Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our School. All information about children and families is confidential and is only shared with those staff/adults that have a need to know.

## Guidelines

### **Disclosures / Safeguarding**

Staff should be aware that anything disclosed to them by a child or adult in the school should be kept confidentially within the school unless deemed to be a matter of concern e.g. told of any form of abuse, risk of significant harm to a child or adult or if it may relate to a crime. Staff should share information with Senior staff but not with other colleagues until informed to do so by a member of Senior staff. Matters of safeguarding and child protection are made known to staff on a need to know basis.

Staff should be aware that if they feel a child or adult is in danger of any form of abuse or are concerned in any way about their safety or well being, this should be reported to the Designated Safeguarding Lead immediately who will follow safeguarding policy guidelines.

Children and adults should be aware that they can speak to a member of staff and the school aims to create a safe environment for this to happen. Staff must make clear to anyone disclosing information that they have a duty to share information about pupils with the Head Teacher however any information will be protected by the schools data protection policies and only shared outside of the school in line with Sharing Information procedures.

### **Personal Information**

All medical and personal information about a child is held in a safe and secure place which can only be accessed by appropriate staff. Medical and personal information must not be displayed in classrooms in general view.

Information will be held in line with the schools data retention procedures and will be shredded or deleted once it is no longer required.

### **Privacy**

All children, parents/carers, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community.

Staff must not discuss details of individual cases to any person without direct professional connection to and interest in the welfare and education of the individual concerned.

Staff must not discuss an individual child's behaviour or circumstances in the presence of another child, parent or carer.

Individuals working, training, supporting or volunteering in the school must not discuss school matters in the wider community. All students, supply teachers and volunteers must read this policy before working in the school.

Where conversations such as telephone calls or conversations between staff members are overheard these will not be disclosed to any other person.

The minutes or content of meetings held in school should not be disclosed outside the meeting, unless there is agreement to do so.

### **Staffing Matters**

Governors, in particular those sitting on Discipline and Staffing Committees, do not divulge details about individuals to any person outside of the meeting.

Staff performance management and supervision is carried out confidentially. Records are kept securely by the Headteacher.

### **Governors**

Governors must observe complete confidentiality, 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 are regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of the governing body.

### **Sharing outside the workplace**

Staff should not discuss workplace matters or make reference to their work outside of the workplace. Personal information about those in the workplace should not be disclosed and particular care should be taken that information is not disclosed via social networking. This includes 'private' or 'closed profile' groups on social networks where sharing information should be avoided.

Care should be taken when discussing professional matters at training courses or network meetings to ensure confidentiality and to protect the reputation of the school.

This policy should be read in conjunction with the following policies:

Safeguarding Policy                      Data Protection policy                      Social Media Policy

**Breaches of this policy will be investigated and staff can be subject to the disciplinary procedures of the Local Authority.**

Approved by the Governing Board on 23rd September 2022

Last review date: 25<sup>th</sup> August 2022

Next review due by: September 2024