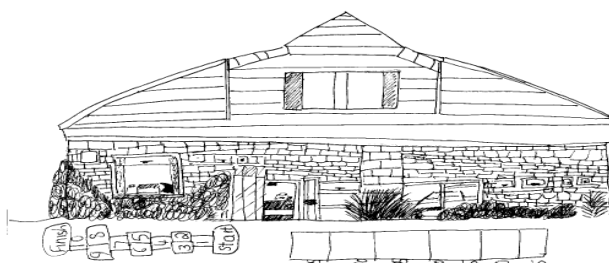


Graveley Primary School

A Church of England (VC) School



Confidentiality Policy

Date of policy	Summer Term 2025
Date ratified by the Governing Board	21/5/2025
Date of next review	Summer term 2027

1. STATEMENT OF INTENT

It is our intention to respect the privacy of staff, pupils, parents and the Governors.

2. DEFINITION

The overall meaning of confidential relationship is openness and agreement about what will happen to information disclosed between two or more people. It may not have to take the form of total secrecy. In most cases there are only a few situations where absolute confidentiality is offered. In most cases only limited confidentiality can be offered. The boundaries of confidentiality should be made clear at the beginning of the conversation. The following principles apply:

- We would define confidential information as being of some significance and not in the public domain. It is usually disclosed in private on the basis of trust.
- A confidential relationship is based on openness and on an agreement about what will happen to information disclosed.
- Information may be disclosed where there is strong evidence that non-disclosure may be seriously detrimental to the health and/or wellbeing of the young person. Individual faiths and beliefs must be taken into account.

3. PRINCIPLES

- The safety, well-being and protection of our pupils is the paramount consideration in all decisions made by staff within the school.
- It is an essential part of the ethos of all schools that trust is established to enable pupils, staff, Governors and parents/carers to seek help both within and outside the school, enabling the appropriate sharing of information between school based staff, and other agencies, thus ensuring our pupils well-being and safety.
- The number of situations where personal information is shared is kept to a minimum.
- Information is stored securely.
- Pupils, parents, staff and Governors need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues and concerns.
- The school's attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the school.
- Everyone in the school community needs to know that no one can offer absolute confidentiality.
- This policy sits in conjunction with the school's policies on Child Protection and Code of Conduct for staff.

4. AIMS

- To enable all members of the school community to feel confident that personal issues will only be discussed with or divulged to people on a 'need to know basis.'
- To ensure everyone working on behalf of the school do so with a clear and consistent understanding of their professional responsibilities;
- To safeguard the integrity of the school.

5. PROCEDURES IN PLACE

- Staff members at Graveley Primary School need to be aware of external agency policies and the differences between these agencies policies and those of the school, in particular the difference in levels of confidentiality offered i.e.: teachers, school nurses and other health professionals;
- If any questions or concerns arise related to child protection issues all staff members should be aware of the named DSL and referral procedures (please refer to the school's Child Protection Policy).

6. PERSONAL DISCLOSURES

Disclosures from pupils may take place at an inappropriate place or time. If this happens, the member of staff should talk again individually to the pupil as soon as possible. The member of staff may be able to discuss the issue with an appropriate colleague, to decide on suitable action, without giving the name of the pupil.

Key Points:

- Pupils should know that staff cannot offer unconditional confidentiality.
- Pupils should be reassured that, if confidentiality has to be broken, they will be informed first and then supported appropriately.
- Pupils should be informed of sources of confidential help, for example, GP or local young person's advice service e.g. Childline.
- Any personal information should be regarded as private and not passed on indiscriminately (for example in the staff room).
- If a member of staff receives information that leads them to believe that there is a child protection issue, they should refer the case directly to a Designated Safeguarding Person (DSP) following a discussion with the young person involved.
- Pupils should be encouraged to talk to their parents and be given support to do so wherever possible.

7. SHARING AND STORAGE OF INFORMATION

- The information kept by the school on pupils is identified in the Publishing Scheme and the school is bound under the legislation within the Data Protection Act under which the school is registered.
- Personal information on children and families is kept in secure storage on Arbor or in a locked filing cabinet.

Parents do not have access to information about any other child. No information about children is divulged to parents that do not have parental responsibility/ parental rights. Information on Prohibitive Court Orders etc. is kept in the Head's office.

- Should information about children need to be shared with outside agencies then the parents are kept informed.
- Any information or talk which is heard regarding any school issues will not be passed to or discussed with anyone outside of the school.
- Information about the school and current strategies and developments should only be shared with parents and members of the wider community through the appropriate channels, i.e.: newsletter, governors report to parents etc. It is best to remember that if it hasn't been put in the newsletter it is not for public consumption.
- Information on SEND and Child Protection is shared on a 'need to know basis' and any queries on appropriate access should be directed to the Designated Senior Person with Responsibility for Child Protection.

8. RECORD KEEPING

It is important for staff to keep concise and up to date records. Most staff have access to Arbor to record incidents (Behaviour, parental contacts, SEND etc.) for any pupil. SLT have higher levels of authority and can view incidents for any child in the school and the ability to run individualised reports. DSPs have access to all paper copies of safeguarding records which are filled in by staff members regarding individual pupils. These are kept in a locked filing cabinet in the Headteacher's office.

9. GOVERNORS

- It is the Governors role to ensure that the confidentiality policy is reviewed every two years.
- All Governors, as part of their Induction programme, are informed about the importance of confidentiality.
- All Governors are required to adhere to the school's confidentiality policy in all their dealings with parents and other member of the school/local community.

10. ROLE OF STAFF

- Children are encouraged to seek advice from an appropriate adult within school and should be aware that there are adults within school that they can talk to about sensitive personal issues (in an age appropriate way).
- The school should make it clear to learning support assistants and other school staff, that they are not able to offer pupils or their parent's unconditional confidentiality. In most cases what is on offer is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues.
- If staff receive information about behaviour likely to cause harm to the pupil or to others, they must pass it on to the school's named DSP in line with child protection procedures.
- Teachers, LSAs, administrative staff and governors are not permitted to discuss any details of pupils or their families with other parents.
- Should an LSA, governor or fellow teacher be approached by a parent enquiring about a current or past pupil, whether it is their own child or not, then they are directed to address their questions to the class teacher or Headteacher.
- Minutes of staff and briefing meetings are available for staff only.
- Personnel details and issues relating to employment of staff remain confidential to the people directly involved with personnel administration.

11. AGENCIES and VISITORS

- Staff should check with the Headteacher or school office prior to liaising with agencies to ensure correct protocols are followed.
- All non-teaching staff including volunteer helpers should report any disclosures by pupils or parents/carers to the Designated Senior Person as soon as possible after the disclosure in an appropriate setting.
- Health professionals are bound by their professional codes of conduct in a one-to-one situation with individual pupils but in a classroom situation they should follow the school's Confidential Policy.
- Wherever possible, agencies will work in partnership with the school to ensure the best outcome for the pupils involved.

12. PARENTS/CARERS.

- Graveley Primary School will ensure parents are clear about the school's Confidentiality Policy and the role of teachers and staff working within the school (this includes the pupil's right to confidentiality).

