

Legsby Primary School

Confidentiality Policy

<u>Policy Information</u>			
Reviewed date	June 2025	Next review due	June 2027
Cycle of Review:	2-yearly	Agreed at Governors:	26/06/2025

Introduction:

Confidentiality is defined as something which is given in private and entrusted to another 'in confidence.' Within the school environment there are few circumstances when absolute confidentiality can be guaranteed, as staff strive to strike a balance between ensuring the safety, well-being and protection of pupils and staff. However, confiders should be reassured that disclosures will only be shared to enhance the welfare of the people involved and to initiate child-protection support.

Aims:

- The safety, well-being and protection of our pupils is paramount when considering the appropriate sharing of information
- It is an essential part of the ethos of Legsby School that trust is established to enable pupils, staff and parents /carers to seek help both within and outside school, in order to minimise the number of situations when personal information is shared. This is intended to ensure everyone feels supported and safe.
- Pupils, parents /carers need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- Everyone in the school community needs to be aware that no-one can offer absolute confidentiality, especially if child-protection issues are at stake.

Implementation:

- parents /carers will have access to the educational records of their own children, but no access to information about any other child
- staff will not discuss personal information about individual children with people other than those staff working directly with specific children
- volunteer helpers /visitors will not discuss individual children with anyone other than the class teacher
- Non-teaching staff will report parental concerns to Co-Heads/Class Teachers and not discuss with other parents.
- Staff will not comment on children/staff/classroom issues on social media platforms.
- Long term supply staff will read the school social media policy.
- information given by parents / carers will not be passed on to third parties unless it affects planning for the child's needs, or is related to child-protection issues
- any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and only disclosed to relevant members of staff
- disclosures made to non-teaching staff should always be passed on to the Co-Headteacher, who is the designated child protection co-ordinator within the school
- personnel issues will remain confidential to the people involved
- the school will comply with all requirements of the Data Protection Act
- this policy has links with the following school policies:
 - Child Protection / Safeguarding Children
 - PSHE
 - RSE
 - Drug Education
 - Anti-Bullying
 - Online Safety