



*For every child to reach their potential and
live life in all its fullness. (John 10:10)*

Name of Policy: Confidentiality Policy

Policy Written: September 2019

Policy Renewed:

September 2020	<ul style="list-style-type: none">• Several sections of the policy re-written as since it was last reviewed, the school has written a detailed GDPR Policy which incorporates the importance of confidentiality.• Impact section added to policy.
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Next Review Date: September 2021

Intent:

Hindsford CE Primary School gives the highest importance to the safeguarding and welfare of its pupils & staff. An important aspect of this is to ensure that pupil, parent/carer & staff information is kept confidential and only shared with the relevant staff/outside agencies that have a need to know.

Please Note: This policy is to be read alongside the school's GDPR Policy which outlines what information we keep in school, how this information is kept and how it will be shared.

The intent of this policy is therefore to solely outline the school's commitment to keeping the personal information of all pupils, parents/carers and staff confidential.

Statement of Confidential Commitment from School to its Pupils & Parents/Carers:

All staff members that are employed by Hindsford are required to be committed to the following statements:

- I will be knowledgeable of the information set out in the school's GDPR Policy and adhere to the guidance in this document.
- In class, I will be respectful to all pupils and not require them to share personal information in a shared environment. I will create a confidential and safe space for them to be able to talk in private.
- I will treat all communication with parents/carers as confidential and only share this with other staff members/outside agencies if necessary.
- I will not share any personal details about a child with another parent when discussing incidents or situations in class, unless permission is given from the child's parent/carer.
- I will not discuss any personal information about a pupil or parent/carer outside of school.
- I will not post/share any personal information about a pupil or parent/carer on social media.
- I will protect all personal information of pupils and parents/carers from the national press.

The school's Senior Leadership Team and Governing Body will be responsible for ensuring that all of the above statements remain true and are adhered to. Action will be taken against any staff member breaking the above confidentiality commitment in line with the schools Disciplinary Procedures Policy.

Statement of Confidential Commitment Between Staff Members:

All staff members that are employed by Hindsford are required to be committed to the following statements with regard to their colleagues:

- I will respect the privacy of my colleagues by not sharing personal information about them with other members of the team, parent/carers or pupils. Information will only be shared if this is linked to either

The Staff Code of Conduct or the school's Child Protection Policy and requested for by The School's Leadership Team.

- I will not discuss the personal details of another staff member in a communal area such as the staffroom or in conversations with friends and family outside of work.
- I will not disclose any personal details such as the staff member's address or personal phone number etc. with anyone, including other colleagues, without the permission of that staff member. Please Note: It is against school policy to share any personal staff member details with a pupil or parent/carer.
- I will not post/share any personal information about a colleague on social media.
- I will protect all personal information of a colleague from the national press.

The school's Senior Leadership Team and Governing Body will be responsible for ensuring that all of the above statements remain true and are adhered to. Action will be taken against any staff member breaking the above confidentiality commitment in line with the schools Disciplinary Procedures Policy.

Statement of Confidentiality Commitment from the Senior Leadership Team to Staff:

The Leadership Team employed by Hindsford are required to be committed to the following statements:

- We will ensure that all key policies regarding GDPR & confidentiality are up to date and in line with Government Guidance.
- We will ensure that any breach of confidentiality will be taken seriously and investigated thoroughly, with appropriate action taken in line with the schools Disciplinary Procedures Policy.
- We will ensure that all staff personal records and key documents such as personal contact details, performance management, sickness management and staff welfare documents will be stored confidentially and not shared or discussed with any pupil, parent/carer or other member of staff. This is in line with the school GDPR Policy.
- We will not discuss the personal details or situation of a staff member in a communal area or meeting such as in the staffroom, at a staff meeting or in conversations with friends and family outside of work.
- We will not post/share any personal information about a colleague on social media.
- We will protect all personal information of a colleague from the national press.

The school's Governing Body will be responsible for ensuring that all of the above statements remain true and are adhered to. Action will be taken against any staff member breaking the above confidentiality commitment in line with the schools Disciplinary Procedures Policy.

Impact:

The intended impact of this policy is that all stakeholders will feel safe that the information collected, recorded and stored by the school as set out in the school's GDPR Policy, will be treated with respect and remain confident within the guidelines it sets out.