



Confidentiality Policy

Governor Committee Responsible:	Curriculum and Outcomes	Staff Lead:	Lee Pajak
Status	Non-statutory	Review Cycle	Annual
Last Review	January 2023	Next Review Date	January 2024

Rationale

Safeguarding is at the core of all the work of the school and nursery. We consider the need to understand the principles of confidentiality and when to share sensitive school and pupil information as key to the safety of our pupils and community. This statement, therefore, sets out guidelines and expectations regarding these principles. It is applicable to all staff, pupils, parents, governors, volunteers, contractors, visitors, and professionals from outside agencies.

Objectives

- To define confidentiality.
- To ensure that all pupils and adults understand what is meant by ‘confidentiality’ and ‘sharing’ at Kingsway School.
- To ensure that staff always consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.
- To signpost all adults to the relevant school policies where protocols on confidentiality are further described.
- To explain how we make adults and children aware of this statement.

Defining ‘Confidentiality’

You must treat any information you receive about children or adults discreetly and ensure it is only shared on a ‘need to know’ basis.

To understand when information should or should not be shared, you must read and be aware of the following school policies which contain specific references to confidentiality and information sharing:

- Safeguarding
- Online Safety
- Acceptable Use
- Data Protection
- Admissions
- Volunteer/Visitor leaflet
- Codes of Conduct for Staff and Governors
- Safer Working Practice (Guidance)

When to Share information

- Information should be shared to prevent harm, abuse and neglect and criminal activity. If information is shared with you about these issues, you must make it clear that the information may be passed on.
- You may share information when its professionally correct to do so.
- You may share information when information is sought by an appropriate authority. All such requests must go through the Headteacher.

If you are unsure whether to share information, always speak to your line manager first.

How we are meeting these objectives

- All staff, governors and volunteer helpers working at Kingsway School are made aware of the contents of this policy and the implications of it for their everyday practice annually. It is also available on the school website.