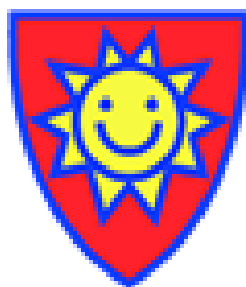


Enderby Road Infant School

Confidentiality Policy



PERSON RESPONSIBLE FOR POLICY:	Head Teacher
APPROVED: GOVERNING BODY	DATE: 27-2-24
SIGNED: C Lloyd	ROLE: Chair of Governors
TO BE REVIEWED:	SPRING 2026

What does confidentiality mean to our staff and volunteers in school?

This policy exists in conjunction with the School's policies on Safeguarding and Child Protection, and GDPR

It covers three aspects of confidentiality namely:-

- Data protection and privacy of pupil and staff detail and information
- Information about day to day activities in school – pupil progress, behaviour, attainment.
- Issues arising from staff/parent discussion which may have to be shared with others in professional roles to ensure the well-being and safeguarding of pupils.

Confidentiality Policy

1. All schools manage confidential information about pupils, families and staff in line with data protection and privacy protection. The Headteacher, Admin Officer and other senior staff e.g. SENCO are responsible for the careful storage of written information and records of verbal discussion, so that it cannot be accessed by those who do not need to have it or in whose hands it may be considered dangerous. Information may only be shared if considered appropriate or necessary.

2. All members of the school community - teachers and support staff, supply teachers, students on placement (teaching or childcare students), adult volunteers and other visitors – must be aware of the need to ensure confidentiality surrounding school matters or events in school. The behaviour, attainment or personal details of any child in school must remain within the school community and not be shared with those outside it, for any reason other than those deemed acceptable e.g. to share information as part of school self-evaluation or for other legitimate reasons. Information must not be shared casually with others outside of school e.g. friends, family or other parents. Names of pupils must never be used. Class teachers and support staff will have contact with families through the proper channels of communication.

3. When assessment leads to the identification of pupils with additional needs and/or significant need or where the children could be at risk of significant harm, the sharing of information takes place. Parents are consulted about the next stage, UNLESS THERE IS REASON TO THINK THAT OBTAINING SUCH CONSENT MAY PUT THE YOUNG PERSON AT RISK. If a referral is suspicion of significant harm, staff will adopt the practice of consulting Social Services BEFORE discussing the issue with parents, unless a parent has asked you to make the referral and is already aware of it. At all times, the safeguarding of every pupil is of prime importance.

Pupils

The school ethos encourages pupils to nominate an adult as the first point of contact in times of distress, but pupils tell staff that they understand that they can talk to any adults in school at any time. Adults must be clear about the processes involved in sharing any information told in confidence, especially if it is likely that further action or developments may take place,

All adults have a responsibility to share information about any concerns about pupils, in the first instance if appropriate for clarification, with a colleague, but ultimately (and quickly) with the Headteacher (also the Designated safeguarding lead) or Maureen Barker (DDSL) or Sarah Mellows (DDSL) who will deputise in all cases of safeguarding/child protection, in her absence.

Pupils must be told that it is not possible to keep a secret and that information must be shared with someone else, so that they can be helped.

All adults in school know that any relevant information heard inside the school building or grounds or outside school if it could be significant, should be shared in the correct way with the Headteacher who will make a judgement about the next stage. This may include considering the truth or otherwise of a rumour or hearsay information and deciding what sharing or withholding it may lead to. This may be done in conjunction with other professionals.

The Headteacher will disclose/share any information to appropriate/all staff members if it involves immediate action to do with a pupil.

Incidents could include:- if one parent is no longer allowed to collect a pupil (this must be considered in conjunction with the whole picture of the family) so that everyone is aware to prevent anything happening which should not. In the first instance, this will be with relevant members (but usually all for reasons of safeguarding) of the staff team or with any other professionals who are qualified to deal with the matter or involved already.

Any information given to school by parents or other members of the school community will be given due consideration to any risk of significant harm.

At the full Governing body meetings, matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with the Headteacher's Report under Part B (confidential). This is not for the knowledge of persons outside the Governing body meeting. Minutes in Part B are separate and are not published for public use.

Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Head teacher's office and electronic records will only be available from the Head teacher's computer. Targets will be in place in conjunction with the school development plan.

Passwords and other sensitive information re logging onto different computers/email etc. will be kept confidentially and shared only between persons who may need to access any information.

Data from parents will be kept securely. Information for PARENTMAIL will be sent online to the company via a secure link.

Files relating to vulnerable pupils including children on the Child Protection register will be kept in a secure place in the Head teacher's office if needed and logged onto CPOMS in the document vault for that child.

Medical records and information are kept in the First Aid room for use in an emergency.

Parents' evenings – the termly meetings with parents are usually held in the hall.

Staff will be informed by the Headteacher if there are particular concerns – based on known evidence or instinct – of parents who may misreport a teacher's words or conduct, staff will work in pairs when meeting them.

Staff responsibility to children

Staff need to be aware of the circumstances surrounding a child who may wish to make a disclosure and follow simple procedures to ensure personal and child safety.

- If a child wishes to confide in an adult who is alone, and it is possible to do so, the door should be opened discreetly to allow a private conversation whilst not compromising the position of either the child or the adult. Staff must endeavour not to put themselves in a difficult position where their presence with a child could be mis- interpreted if in a sensitive situation.
- If a child asks a member of staff to keep something a secret, he/she will be told that this may have to be shared with someone else who can help. Every adult has a responsibility to listen carefully to anything that is said to him/her. No leading questions must be asked and open questions must allow the child to say what he/she wants. Judgement must not be passed about any aspect of a disclosure and pupils must not be led into giving information which he/she thinks is required. No promises of keeping information secret must be given. Anything that is said may be part of future evidence in later developments.

- Staff must be discreet and careful about discussing the matter of one child in front of another child or adult – in class, on the corridor or outside on the playground and must never discuss any matter with anyone else outside school.
- Staff should avoid, wherever possible, discussing a child within his/her earshot, unless there is a good reason to involve him/her in the discussion. Pupils do not need not be involved in all information about any situation at school, home, family matters or anything which is deemed inappropriate for them to know. Pupils in this school are between the ages of 3 and 7 and must be treated in age-appropriate ways.
- Supporting the inclusion of a child with a medical condition may be easier if his/her peers are made aware of some aspects of the condition and so have some idea of what to expect e.g. a child with visual impairment can be supported if his/her friends know how to support them around school. In such cases permission will be sought from the child and his/her parents/carers.
- Confidential information which needs to be passed to outside agencies will be done in the correct manner by the Head teacher or deputy/SENCO/other senior member of staff – usually after consultation and with permission to do so.

Staff Conduct:

All staff members are expected to carry out their own role to the best of their ability and must disclose anything which may compromise this fact e.g. symptoms of illness or other circumstance which may affect the ability to work competently for the good of the pupils.

In the event of someone noticing an issue of concern re the health or well-being of another member of staff, he/ she should report this to the most senior person available for action to be taken.

Any information shared in confidence which may or could lead to any incident which compromises the safety of the person or any child in their care must be shared with a member of the senior leadership team.

In the event of concerns about competence, the Headteacher will be confident to share with other professionals, any information which she deems appropriate to do so.

- Any information which is heard within the school's environment including the staff room by any staff member, student or engaged volunteer, must be treated as confidential and dealt with through the channels highlighted above. No personal information about a child or colleague should be indiscriminately or casually passed on. The staff room is often a place where

other staff members may vent frustration, or disclose personal information about themselves – it is a trusted space – nevertheless, staff should be aware of all those present in the staff room at any time.

- Staff are instructed not to share personal details with anyone who does not need to know it – see E-safety policy. This includes mobile telephone numbers, facebook accounts or email/home addresses which may be used inappropriately. The school's telephone or admin. email should be given for any communication to do with school.

Health professionals

Health professionals are bound by their professional codes of conduct to maintain confidentiality when working with pupils and their families. When working in a classroom, they are bound by relevant school policies. In line with best practice guidance, like other school staff, they will seek to protect privacy and deal with any incidents or disclosures in the appropriate way.