



Believe. Achieve. Succeed. In our hands we hold the future.

Confidentiality Policy

What is this policy for?

This policy sets out how we seek to maintain confidentiality at all times.

The vision for confidentiality

Hutton CE Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

We aim to protect the child at all times and to give all staff and governors clear, unambiguous guidance as to their legal and professional roles to ensure good practice throughout the school which is understood by pupils, parents/carers and staff/ governors.

When is confidentiality necessary?

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

The school prides itself on good communication with parents/ carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern, and may in some cases support the children to talk to their parents. The school would share with parents any child protection disclosure before going on to inform the correct authorities, unless felt that this could cause or put the child at risk of harm.

Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.

How is confidentiality maintained?

All information, whether verbal, paper copy or electronic, about individual children is private and will only be shared with those staff that have a need to know.

All social services, medical and personal information about a child is held in a safe and secure place which cannot be accessed by individuals other than school staff.

Information collected for one purpose will not be used for another.

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE session dealing with sensitive issues such as sex and relationship and drugs education. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures. School needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

Philippians 4:13: I can do all this through Him who gives me strength
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What do we keep confidential and what don't we?

Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

Photographs of children will be used in line with the photo permission slips signed by parents annually. Photographs for use in the press or on the internet will not use the child's full name to ensure that they cannot be identified. Children's photographs will be used in the staff room, classroom and medical rooms identifying their medical needs for health and safety reasons. The school will give clear guidance to parents about whether the use of cameras and videos are acceptable during public school events.

Information about children will be shared with parents but only about their child. Parents will not have access to any other child's books, marks and progress grades at any time especially at parents evening. However parents should be aware that information about their child will be shared with the receiving school when they change school.

All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.

Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read will be securely filed.

Logs of administration of medication to children will be kept secure and each child with ongoing issues will have their own individual log.

In all other notes, briefing sheets etc a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

How do we measure success in our confidentiality policy?

Hutton CE Primary School has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document. This policy is subject to all statutory obligations particularly those referred to in the Safeguarding Policy.

It is deemed successful when there have been no breaches of these rules.

Community Involvement & Collaborations

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At Hutton we welcome DBS checked volunteers to come into school and read and do activities with the children. If volunteers are reading with children they will, automatically, become aware of the differing reading levels the children are at. All volunteers are requested to sign agreement to the confidentiality policy of not divulging any information beyond the teacher.

Monitoring and Evaluation

All staff are responsible for confidentiality. If anyone is aware of any breaches of confidentiality it must be reported directly to the Executive Headteacher or Head of school who will deal with the matter. The policy will be reviewed annually by the Head and Governors.

Policy written: November 2020

Policy review: November 2022

Ratified by the Local Governing Body and signed by chair or vice-chair:

Jane Barry

29/11/21