

Stanborough Primary School and Nursery

Confidentiality Policy and Declaration



Approved by:	Date:
Last reviewed on:	October 2024
Next review due by:	October 2026

1. Introduction

This Confidentiality Policy aims to ensure the safeguarding, safety, and well-being of all pupils, staff, and volunteers at Stanborough Primary School and Nursery. It is essential that information related to children and staff is treated with strict confidentiality.

Staff, volunteers, governors, and visitors must adhere to this policy to create a safe and trusting environment for all.

2. Aims

- To protect the privacy of pupils, staff, and volunteers.
- To ensure that sensitive information is only shared when necessary to protect the welfare and safety of individuals.
- To provide clear guidelines on how confidential information should be managed within the school.
- To clarify the boundaries of confidentiality within the school to avoid gossip and protect the reputation of individuals.

3. Guidelines

3.1 Safeguarding and Confidentiality

- All information related to safeguarding, child protection, or personal details of pupils and staff should be shared on a need-to-know basis.
- If a staff member or volunteer has concerns about the safety or welfare of a child, they must immediately report it to the Designated Safeguarding Lead (DSL) or the Headteacher.
- Information may be disclosed to appropriate authorities (such as Children's Services) where necessary to safeguard a child.

3.2 Confidentiality and Data Protection

- Staff must ensure all medical, educational, and personal information about pupils and staff is securely stored and only accessible to those with appropriate authorisation.
- Electronic transfer of data between the school and external agencies or other schools must follow strict procedures, ensuring the safety and security of sensitive information (e.g., password-protected files and encrypted data).
- Records and resources must not be accessed or shared by non-teaching staff without explicit permission.

4. Roles and Responsibilities

4.1 Staff and Volunteers

All staff, volunteers, and governors must read and sign the confidentiality declaration to indicate their understanding and agreement with the policy.

- Discussions about individual pupils, their behaviour, or performance must be kept confidential and only shared with staff members who have a professional need to know.
- Confidential information must not be shared on social media platforms such as Facebook, Instagram, Twitter now known as X, etc. Any breach of this rule may result in disciplinary action.

4.2 Governors

- Governors must observe complete confidentiality, especially regarding personnel issues and pupil matters discussed in meetings. Matters that are confidential will be minuted separately and not made public.
- Governors should exercise prudence when discussing sensitive matters outside of meetings.

5. Confidentiality in Meetings

- Confidential matters, including pupil exclusions, staffing issues, and sensitive pupil information, will only be discussed in private meetings, with those directly involved in the issue.
- All confidential discussions held in staff meetings, governing body meetings, or performance evaluations must remain within those forums.

6. Volunteers, Parents, and External Visitors

- Volunteers, parents working as helpers, and visitors to the school must not discuss any confidential information they may come across during their time at the school.
- Volunteers should not report incidents of poor behaviour or pupil discipline to other parents. It is the role of the teacher to address such issues.

7. Managing Breaches of Confidentiality

- Any breach of confidentiality, either by staff, volunteers, or governors, must be reported immediately to the Headteacher.
- Breaches of this policy may lead to disciplinary actions, up to and including dismissal for staff or termination of volunteer agreements.

8. Declaration

I acknowledge that I have read and understood Stanborough Primary School's Confidentiality Policy and agree to abide by the rules outlined. I understand that failure to maintain confidentiality may result in disciplinary action, including termination of my position at the school.

Signed:	
Print Name:	
Date:	

9. Policy Review

This policy will be reviewed biennially and updated as necessary to comply with new regulations and standards.