

# Appleton Wiske Community Primary School

## Confidentiality Policy

### **Aim**

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

### **Rationale**

Appleton Wiske Community 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 every child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. 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.

### **Objectives**

1. To provide consistent messages in school about handling information about children once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To encourage children to be aware of confidentiality issues relating to their peers.
5. To reassure pupils that their best interests will be maintained.
6. To encourage children to talk to their parents and carers.
7. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
8. To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.

### **Guidelines**

1. All information about individual children is private and should only be shared with those staff who have a need to know.
2. All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than relevant school staff
3. The school prides itself on good communication with parents and carers and staff are available to talk to 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.
4. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical issues 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.
5. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as PSHE & C sessions dealing with sensitive issues like RSE and drugs education.
6. All children, parents, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and from 'the eye' of the wider community. It is important that:
  - Staff do not discuss details of individual cases arising in staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
  - No member of staff discusses an individual child's behaviour in the presence of another child in school.
  - Staff do not enter into detailed discussions about a child's behaviour with other children or their parents.
  - Governors, in particular those sitting on Discipline Committees, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
  - Parents in school, working as volunteers, do not report cases of poor behaviour or pupil discipline to other parents in the school. This allows teachers to deal with such matters in line with school policy.
  - At Governing Body meetings, matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the Head Teacher's Report under 'Confidential'. This is not for the knowledge of persons outside the Governing Body meeting. Confidential items are minuted but not published.
  - Staff performance management will be carried out privately. Targets for individuals, 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.
  - Matters of Child Protection are made known to staff on a need to know basis.
  - It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.

- When volunteers, such as parents and friends of the school, are working in classes, they do not discuss educational matters outside the classroom. For example, the specific use of teaching assistant time for particular pupils or groups of pupils. Teaching assistants have different roles within a class, including the support of children with SEND; the provision and work with these children is for the teacher to discuss with the relevant parents or carers.
  - Volunteers, students and supply teachers are asked to read this policy before working in school.
  - Health professionals are bound by their professional codes of conduct to maintain confidentiality when working in a one to one situation. 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 prevent inappropriate personal disclosures, by negotiating ground rules and using distancing techniques.
7. Staff should be aware of children with medical needs. This information should be accessible to staff who need it but not on general view to other parents/carers and children.
  8. Photographs of children should not be used without parents'/carers' permission especially in the press or online. This is often a cultural issue of which the school needs to be aware. At no time should the child's name be used with a photograph so that they can be identified. The school gives clear guidance to parents about the use of cameras and videos during public school events (refer to Privacy Notice).
  9. Information about children will be shared with parents but only about their child. However, parents should be aware that information about their child will be shared with the receiving school when they change school.
  10. All personal information about children including social services records should be regarded as confidential. This confidentiality should be clearly understood by those who have access to records, 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 should be returned for secure filing.
    - Logs of administration of medication to children should be kept secure and each child should have their own individual log.
    - Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.
  11. Governors need to be mindful that, occasionally, confidential issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. These confidential papers should be collected and destroyed. 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.

The school complies fully with General Data Protection Regulations (see GDPR documents).

Revised: January 2026

Review date: January 2027

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Name	Position	Signature	Date
Neil Clark	Head Teacher		
Karen Hainsworth	Class Teacher		
Liz Atkinson	Class Teacher		
Bethany Rowling	Class Teacher		
Paula Gudger	HLTA		
Nicki Gyll	HLTA		
Kirsty Burkitt	GTA		
Katie Jackson	GTA		
Sophie Taylor	GTA		
Tracey Laws	GTA		
Elaine Walters	Student GTA		
Alison Morton	Senior Administrator		
Clare Marsh	Admin Assistant		
Daniel Hills	Club Manager		
Julie Noble	Club Assistant		
Elaine Douglas	Cook		
Jane Quy	Chair of Governors		
Scott Wilson	Vice Chair of Governors		
Louise Bell	Governor		
Simon Heywood	Governor		
Kate Green	Governor		
Michael Nightingale	Governor		
Paul Walters	Governor		