

St Anne (Stanley) Church of England Primary School
Confidentiality Policy



DATE WRITTEN	November 2015
REVIEW DATE	November 2017
SIGNED - CHAIR OF GOVERNORS	
SIGNED - HEADTEACHER	



ST ANNE (STANLEY) CHURCH OF ENGLAND PRIMARY Confidentiality Policy

Rationale & School Statement:

St Anne's gives the highest importance to the safeguarding and welfare of its pupils and staff. An important aspect of this is to ensure that pupil and staff information is kept confidential and only shared with other staff/outside agencies that have a need to know.

Aims:

To outline the procedures for keeping pupil and staff information confidential.

To outline staff expectation in regards to the confidentiality of pupil/staff information.

Pupil & Staff Information:

All personal information about children and staff is regarded as confidential. This information is held in a safe and secure place within the school, which cannot be accessed by any individuals other than permitted school staff members. Information will only be shared on a 'need to know' basis.

Personal information of a pupil includes details such as; address, contact details, medical information, SEN status, achievements in attainment and progress, behaviour, attendance and punctuality and child protection information. Please Note: A teacher may also make notes regarding a pupil's performance as part of their lesson evaluations.

Personal information of a member of staff includes details such as; address, contact details, previous employment, medical information, performance management, monitoring, attendance and punctuality and any disciplinary or capability information.

No information regarding a child will be discussed with a parent/carer of another child, unless in exceptional circumstances. Equally, no information regarding a member of staff will be discussed with another member of staff, unless in exceptional circumstances.

An authorised member of staff will shred any personal information, which is no longer required.

Staff Expectation:

As a member of staff at St Anne's, the following statements must be read and agreed to before being employed by the school.

- 1) All information regarding a pupil or other member of staff should be regarded as private and not passed on indiscriminately to others – For example: In the

staff room, to a parent/carer or in a social setting outside of the school etc. This expectation continues even after employment has ceased.

- 2) Any folders/documentation on a pupil or staff member should not be shared with anyone who does not have permitted access. This expectation continues even after employment has ceased.
- 3) Any member of staff who does not have permitted access should not view any folder/documentation regarding any other member of staff or pupil.
- 4) No member of staff should promise any pupil or other member of staff complete confidentiality.
- 5) If a disclosure is made or information is given which compromises the safety of a pupil or member of staff, there is a legal requirement for this disclosure/information to be shared with an appropriate outside agency such as social services or the police.

Failure to abide by the above statements may result in action being taken by the school, which could result in the termination of employment.

Policy Written: November 2015

Policy Renew: November 2017