Fairhaven CEVA Primary School

Confidentiality Policy

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Date for Review: Summer 2028

Signed R Whiles **Date 8th July 2026**

Chair of Governors

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Vision Statement

Our Christian school community strives to provide a variety of learning experiences for all our young people. We are here to nurture the gifts God gives us and to celebrate our differences. We encourage our pupils to explore their interests, find their talents, flourish and live life to the full. We want our children to live great lives and ultimately make a difference in the world.

Belief – Friendship – Diversity – Achieve

At Fairhaven we want everyone to be the very best they can.

Statement of Intent

Fairhaven CE VA Primary School respects everyone's right to privacy. This policy guides staff, volunteers, visitors and parents/carers on the policy and procedures surrounding confidentiality.

Knowing that the school treats private and sensitive information confidentially will help to build trust amongst pupils and parent/carers.

The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' well-being and safety. In practice there are few circumstances where absolute confidentiality can be offered in a school. We strive to strike a balance between ensuring the safety, well-being and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection procedures and good practice are followed.

Aims of the Confidentiality Policy:

- To ensure that the school's attitude to confidentiality is easily understood and that there is trust in the boundaries of confidentiality operating within the school.
- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To encourage parents and carers to discuss worries about their children and school issues, in the knowledge that these concerns will be kept confidential.
- To ensure all adults working in school deal with private information confidently and appropriately.

This policy will be adhered to at all times by staff, volunteers, visitors, pupils and parents/carers.

Professional Conduct

Members of Staff

All members of staff will:

- Maintain professional standards of confidentiality about anything seen or heard within the school.
- Will not report/discuss cases of behaviour, pupil discipline, pupil progress or educational matters to other parents, carers (or children).
- We ensure that pupil information and personal details are kept in drawers or cupboards so that they are not visible for other people to read.
- Implement the Child Protection Policy.
- Adopt a listening ear approach and always find an appropriate time to listen to children's concerns.
- Never give unconditional confidentiality when children are disclosing information that could lead to a safeguarding concern.
- Refer to a designated safeguarding officer if they receive information that leads them to believe that there is a child protection issue.
- Encourage children to be open with their parents/carers.
- Report concerns about a child privately to the child's class teacher at an appropriate place and time.
- Be sensitive when discussing an individual child's behaviour in the presence of another child.
- Understand and sign a confidentiality agreement. (Appendix A)

The Staff Code of Conduct, including the importance of confidentiality will be included into Inset Training each September.

Anyone failing to comply with this policy may be subject to disciplinary action.

Visitors - Regular Contractors, Governors, Work Experience and Volunteers

A `Visitor' in this context of this policy is any person who works in school either in a paid or voluntary capacity, for example, parent readers, a member of The Friends of Fairhaven

committee or a paid dance instructor. In some instances, a visitor may become privy to personal information regarding pupils, parents and staff that is of a sensitive or confidential nature. All regular visitors to the school are encouraged to attend our annual safeguarding training and receive safeguarding advice through an information leaflet. This advice makes it explicit that any personal information they may come across should remain confidential and not be shared outside of school. It also gives clear guidance about what to do in the event of 'disclosure' by a child and that in these circumstances they do not guarantee confidentiality to the child and who they should speak to in these circumstances. Volunteers will not report cases of poor behaviour or pupil discipline to other parents. This allows the teachers to deal with such matters in line with school policy and on occasions to allow children to put the matter right without the direct involvement of their parents. Visitors will be given a copy of this Confidentially Policy during their induction session to read and asked to sign a copy of our confidentiality agreement (Appendix B).

Personal disclosures from Pupils

We are committed developing creative and positive ways for the child's voice to be heard, whilst recognising the responsibility to use, hold and safeguard information received. Disclosures from pupils may take place at an inappropriate place or time. If this happens, the member of staff should talk again individually to the pupil before the end of the school day, in a private space Safeguarding procedures must then be followed, and this includes staff members completing a safeguarding form. Staff are given annual training on how to record conversations using the pupil's voice as much as possible.

Any disclosures of sexual activity are automatically a child protection issue and Child Protection procedures will be followed.

Any action that is taken as a result of a disclosure will always be as a result of having considered the best interests of the child.

Classroom Discussions

- Ground rules and distancing techniques will be used where sensitive issues are to be addressed e.g. drugs education, sex and relationships education.
- Pressure should not be applied on children to disclose personal information, and adults should discourage others (e.g., peers) from applying any such pressure.

- All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- Children will be reassured that, if information must be shared, they will be informed first and then supported appropriately.
- If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be conducted sensitively by the class teacher/headteacher e.g., bereavement.
- Pupils should be informed of sources of confidential help, for example, the school's pastoral key worker, NCC Schools and Community Team, GP or local young person's advice service etc.

Information held about Children

- Any personal information should be regarded as private and not passed on indiscriminately to persons unconnected professionally to any individual (for example through general staff room discussion).
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- Information about children will be shared with parents/carers but only about their child. Parents/carers will not have access to any other child's marks and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with any receiving school, if and when the pupil changes school.
- All personal information about children, including social services records, is regarded as confidential and is kept securely. The headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings, Social Care and Health Services are kept securely.
- Parents have a right to access any records the school may hold on their child.

Information held about Adults

- All personal information about adults (whether employed, sub-contractor or volunteers) working in school is regarded as confidential and is kept securely.

- No adult's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will only be held by the headteacher and were deemed appropriate by the specific subject leader.
- Matters of Child Protection are made known to staff on a need-to-know basis.

Confidentiality and Families

1. We recognise that sometimes there may be family issues which might affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially and not be shared unnecessarily. We will respect the wishes of the family wherever possible, but, where it is felt necessary to share the information given to us, this will be discussed with the parent first, unless a pupil is considered to be at immediate risk and/or there is an overriding child protection concern.

Governors' Meetings

Governors, in particular those sitting on discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.

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, children or parents/carers. Although decisions reached at governors' meetings are normally made public through the minutes, the discussions on which decisions are based should be confidential.

Working with other Professionals

Government guidance requires professionals to consult as much as possible with parents about their children when referring to another agency. In general, parents should be asked if they wish to be referred, unless there is reason to think that the young person is at risk and then the Child Protection Policy should be followed.

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 in a classroom setting, by negotiating ground rules and using distancing techniques.
Any information relating to pupils, staff, or families will be securely and safely transferred to other schools, or professional agencies. Data base transfer is securely protected.

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Disciplinary Policy and Procedure
- Records Management Policy
- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Freedom of Information Policy
- Whistleblowing Policy
- Online Safety Policy

Monitoring and Review

This policy is a working document and as such will be reviewed on a bi-annual basis.