



The Anthony Curton and Tilney All Saints Primary Schools' Partnership

CONFIDENTIALITY POLICY

Our School Vision

To provide a safe, nurturing environment, where everyone can blossom, being the best version of themselves whilst inspiring and increasing courage, individuality and confidence and motivating all to reach their full potential. Everyone is empowered to make good choices through the spirit of God and the fruits offered.

Galatians 5:22-23 "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control; against such things there is no law,"



Approved Autumn Term 2025

Review due Autumn Term 2028

Signed on Behalf of the Local Governing Body

Legal Requirements

The Human Rights Act 1998 gives everyone the right to “respect for his private and family life, his home, his home and his correspondence” unless this is overridden by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

The Data Protection Act 2018 applies to personal data of living, identified, viable individuals, no anonymised data; manual and electronic records. Schools need to be clear when collecting personal data, what purpose it will be used for, and schools should have policies to clarify this to staff, pupils and parents.

Freedom of Information Act 2000 amends the Data Protection Act. It gives everyone the right to request any records a public body including schools holds about them. A school may withhold information it has if it is considered the information may damage the recipient if disclosed. The school data or record keeping policy should also cover the requirements of this act.

Children’s Act 2004

The Children’s Act 2004 sets out the following objectives under the “Every Child Matters” agenda:

- Children and Young People are mentally and emotionally happy.
- Children and Young People are sexually healthy
- Children and Young People choose not to take illegal drugs
- Children and Young People are safe from maltreatment, neglect, violence and sexual exploitation.
- Children and Young People have security, stability and are to be cared for.

Aims of the Confidentiality Policy

- To provide clear guidance to all members of the schools’ teams around confidentiality issues.
- To encourage children to talk to a trusted adult if they have problems.
- To ensure all adults working in the schools deal confidently with sensitive issues.

Moral and Values Framework

The moral values framework within which confidentiality is addressed should be consistent with the overarching aims of the schools, and should be easily translated into practice in terms of:

- The curriculum content.
- The teaching methods.
- The relationships within the schools.

Equal Opportunities Statement

Anthony Curton and Tilney All Saints Primary Schools are committed towards Equal Opportunities in all aspects of school life.

Specific Issues

All Adults Working in Our Schools

- Implement the Child Protection Policy.
- Encourage children to talk with their parents / carers.
- Keep anything seen or heard within the schools confidential to the schools.
- Whoever has a concern about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will have greater knowledge of that child, at an appropriate time and place.
- Adhere to and enforce the schools' procedures for taking of and use of photographs and video recordings.
- Will not give a child's personal details out over the telephone until the validity of the request has been ascertained via a returned call.
- Will not give assurances of unconditional confidentiality.
- If an adult receives external information that leads them to believe there is a child protection issue, they should refer the information to the Designated Safeguarding Lead (DSL).
- No adult should discuss an individual child's behaviour in the presence of another child.
- No adult should enter into detailed discussion about a child's behaviour or academic progress with other parents or children.

Governors Meetings

- Governors sign to adhere to Code of Conduct and DEMAT Acceptable Use of ICT Policy
- 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 or children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed.
- 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 Governor meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

Information Held about Children

- 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 books, marks and progress grades at any time, especially at parent's evenings. However parents /

carers should be aware that information about their child will be shared with the receiving school, if and when they change school.

- All personal information about children including Children's Services records are regarded as confidential. The Executive 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 reports of meetings, Social care and Health Services will be shared securely via e mail where possible, if it's not possible these will be circulated in envelopes and once read should be returned for secure filing.

In the Classroom

- Ground rules and distancing techniques will be used where sensitive issues are to be addressed e.g., Drugs Education, Sex and Relationships Education.
- All adults should not put pressure on children to disclose personal information and should be discouraged from applying such pressure.
- All adults will remind children that some information they share may need to be shared with other adults for their protection and that they will be supported appropriately.
- If a child and his/her parent /carer wish to highlight an issue in a peer group then this will be carried out sensitively by the class teacher/Executive Headteacher e.g., bereavement.

Photographs

It is the schools' policy to seek parental permission for photographs of children or their work to be published on the schools' websites, on Twitter, or in newspapers. Names will only appear if parent has given permission.

Dissemination of the Policy

All staff members, governors and adults working in the school (including voluntary helpers) will receive a copy of this policy. A copy is available in the policy document folder in the school upon request. A copy is filed on computer storage as well. It is our intention to have a copy available on the schools' websites.

Monitoring and Review

The Executive Headteacher will monitor the effectiveness of the policy throughout the year, in consultation with the governor with responsibility for Child Protection.