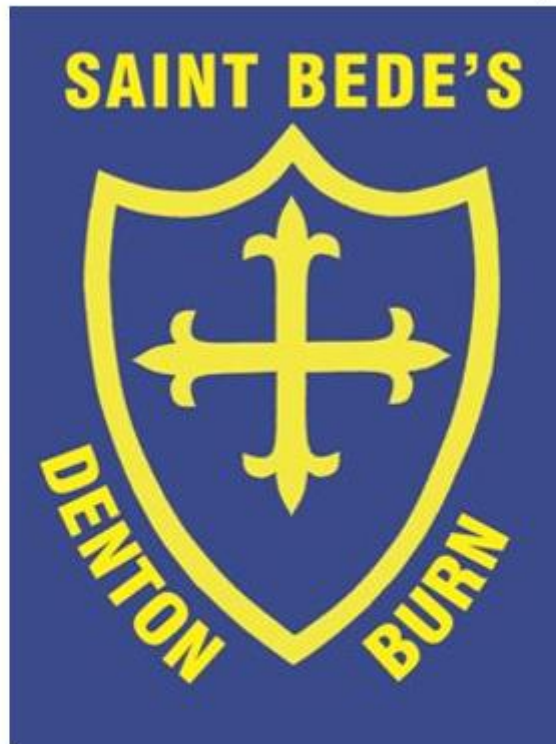


St Bede's Catholic Primary School



As one

we learn together,

play together,

pray together,

as one

Confidentiality Policy

Date reviewed: October 2025

Date of next review: October 2026



Aim

To protect the child at all times and to give all staff involved clear, un-ambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupil, parents / carers and staff.

Rationale

St Bede's Catholic Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the 'Every Child Matters' Agenda and to address the issues which may arise about confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard any information received. Sharing information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Objectives

- To provide consistent messages in school about handling information about children once it has been received.
- To foster an ethos of trust within the school
- To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
- To reassure pupils that their best interests will be maintained.
- To ensure that pupils and parents know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all, including rigorous monitoring of cultural, gender and special education needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To understand that health professionals are bound by a different code of conduct.
- 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 they do not have parental responsibility for.

Guidelines

- All information about individual children is private and should only be shared with those staff that have a need to know.
- All Social Care, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff (if paper-based: locked cupboard, key held by Headteacher and Deputy Headteacher; electronically: CPOMs).
- The school actively promote a positive ethos and respect for the individual:

1. The school has appointed Designated Safeguarding Leads receive regular training.



2. There are clear guidelines for the handling of child protection incidents and all staff have regular training on child protection issues (See Safeguarding Children Policy).
 3. There are clear guidelines for procedures if a member of staff is accused of abuse (See Safeguarding Children Policy and Whistle Blowing Policy).
 4. Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
 5. Information collected for one purpose should not be used for another purpose.
 6. Parent helpers / additional adults who come in contact with children are also made aware of the importance of confidentiality and the school procedures.
 7. All staff are aware of the importance of confidentiality in the staffroom as there are occasions when visitors will be using the room. Staff should be sensitive and aware in their conversations and also in the correspondence left or displayed in the staffroom e.g. the staff notice board.
- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.
 - St Bede's prides itself on good communication with parents and carers, staff are always available to talk to both children and parents/carers about issues that are causing concern.
 - The school will share with parents any child protection disclosure before going on to inform the correct authorities – unless this would potentially put a child at risk or would hinder or be detrimental to an investigation.
 - Parents/carers and children should be aware that in exceptional circumstances confidentiality will be broken.
 - All children have the same rights to confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A wealth of data is generated in schools by these categories but individual children should not be able to be identified.
 - Clear ground rules must be set for any classroom work such as circle time or any other RSE/PSHE session dealing with sensitive issues such as sex and relationships (See Sex and Relationships Policy) or substance misuse. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of child protection procedures.
 - Health professionals have their own code of practice when dealing with confidentiality. Staff should be aware of children with medical needs and the class/individual information sheet should be accessible to staff who need that information but not on general view to other parents/carers or children.
 - Photographs of children should not be used without the parent's permission, especially in the press and internet. At no time should a child's name be used with a photograph, enabling the child to be identified. All new parents are asked to sign a permission form regarding their child being photographed during their time in school (see policies linked to Photographs and Videos)
 - Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books or progress data at any time. However, parents should be aware that information about their child will be shared with their receiving school on transition.
 - All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it.
 - Logs of administration of medication to children should be kept secure and each child should have their own individual log (see Managing Medicines in Schools Policy).



- Addresses and telephone numbers of parents and carers will not be passed on without consent, except in exceptional circumstances (in relation to safeguarding procedures) or to a receiving school.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff or children. Governors must observe complete confidentiality when asked to do so by the Local Governing Committee, especially in relation to matters concerning individual staff, pupils or parents.

Monitoring and Evaluation

- This policy will be reviewed as part of the school's monitoring cycle.
- The Headteacher has responsibility for monitoring the implementation of this policy.

Conclusion

St Bede's Catholic Primary has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this policy.



Appendix A

Nominated members of staff:

Chair of Governors: Mrs Clare Casson

Headteacher:

Mrs Leigh-anne Young

Deputy Headteacher:

Mrs Laura Watanabe

RSE/PSHE Lead:

Mrs Leigh-anne Young

PSA/SE MH Lead:

Mrs Jacqueline Howell

Designated Governor for RSE/PSHE:

Mrs Clare Casson

Designated Safeguarding Lead:

Mrs Leigh-anne Young

Deputy Designated Safeguarding Lead:

Mrs Laura Watanabe

Mrs Jacqueline Howell

Mrs Hayley Morris

Link Safeguarding Governor:

Mrs Clare Casson

LA Child Protection Advisors:

Mr Dan Tolan (Clennell Education Solutions)

Mrs Melanie Scott (Local Authority Designated Officer – LADO)

