



St Faith's

Church of England
Infant and Nursery School

CONFIDENTIALITY POLICY

Our inclusive St Faith's family strives to enable all to achieve their full potential and inspire a community of hope and friendship.

We seek excellence by ensuring a safe, respectful and flourishing learning community, where differences are celebrated and our genuine love and high expectations make a difference to all." Aspire not to have more, but to be more." (Oscar Romero)

Introduction

As a Church School, the distinctive Christian values of respect, compassion, trust, justice, friendship and community are promoted through the experiences we offer to all our pupils, to give pupils the knowledge, skills and understanding that they require to lead confident, healthy and independent lives. We promote the teaching and understanding of fundamental British values in order to prepare pupils for life in modern Britain. We positively teach the values of democracy, the rule of law, individual liberty, mutual respect for and tolerance of those with different faiths and beliefs and for those without faith. Teaching the fundamental British values helps the children to become informed, active and responsible citizens.

This policy outlines the purpose, nature and management of **confidentiality** in our school. It reflects the consensus of opinion of all members of staff. It is based on current practice and has the full agreement of the governing body. The implementation of this policy is the responsibility of the Head teacher, teaching staff and support staff. It is our collective responsibility to raise awareness and that all policies are known, understood and used in an appropriate way.

Rationale

This policy has been formulated in order that staff, Governors and visiting helpers are aware of the levels of confidentiality that are expected of them, in order to feel safe and comfortable when discussing personal issues and concerns.

We aim to ensure that all issues regarding the children, staff and families within the school are treated confidentially in order to protect the child, staff and parents and carers, at all times. We also aim to ensure that all members of staff, Governors and visiting adults to the school guarantee good practise and professionalism and are aware of their legal duty.

The safety, well-being and protection of our pupils are the paramount consideration in all decisions that the staff, Governors and visiting helpers at this school should make about confidentiality. The appropriate sharing of information between staff at this school is an essential element in assuring our pupils' well-being and safety. Sharing information unnecessarily is an erosion of trust.

Designated Safeguarding Lead (DSL)

The school has appointed a senior member of staff as Designated Safeguarding Lead. In our school the DSL is the Head, Mrs Konrath. In her absence, we have three additional DSL's: the Deputy Headteacher, Mrs Kingston; the Nurture Lead, Mrs Simpson and SENDCo, Mrs Palmer. The school also has a Safeguarding Governor, Ros Garrod-Mason.

Staff, volunteer helpers and visitors may need support when dealing with the personal issues of pupils. It is always preferable to ask for help rather than making a decision individually. In these cases, the DSL or DDSLs should always be consulted.

Objectives

- To provide a consistent message within school about the handling of information about children once it has been received.
- To foster an ethos of trust and respect within the school.
- To make sure that families and carers, pupils, staff, Governors and visiting helpers are aware of our confidentiality policy and procedures.
- To reassure parents and pupils that their best interests will be maintained.
- To ensure that pupils and families are aware that school cannot provide unconditional confidentiality in all cases.
- To ensure that the correct procedure is followed for child protection issues.
- To ensure that there is equality in provision including the rigorous monitoring of cultural, gender and special educational needs.
- To ensure that staff are aware of health professionals being bound by a different code of conduct.
- To ensure that families have the right to any school records the school may have on their child but not to any child that they do not have parental responsibility for.

Implementation

Different situations require different levels of confidentiality.

In a classroom situation:

Class rules are agreed at the beginning of an academic year. Children are also asked and expected to follow our school rules of Ready, Respectful and Safe and always demonstrate our Christian values. They are encouraged to be open and honest, and to always inform an adult if they have any worries or concerns. School should remain proactive so that children feel supported without the need to make unnecessary disclosures within a public arena, for example the classroom or playground.

One-to-one disclosures to a member of staff:

It is essential that all staff know the limits of confidentiality. If required, sources of further support may be needed. Our school tries to maintain a positive relationship between home and school by keeping open lines of communication between parents and carers and the staff. However, the needs of the child, and our duty of care to the child are paramount and information will not automatically be shared if it is not considered to be in the child's best interest. Parents and carers should be aware that school cannot guarantee total confidentiality and at school we have a duty to report child protection issues. In exceptional circumstances, confidentiality may need to be broken.

Teachers and health professionals:

If it is apparent that a child is about to make a confidential disclosure, staff will need to use their professional judgements to decide whether this is a situation where they must indicate that the information they are told may need to be passed onto someone else. In exercising this professional judgement staff must consider the best interests of the child, including the need to both ensure trust and follow correct protocol for child protection issues.

Visitors, Governors and non-teaching staff:

All volunteer helpers, visitors and Governors who spend time in school must sign the declaration form, stating that they are aware of their duty in regard to confidentiality. Teaching staff and line managers must ensure that the volunteer helpers and visitors working with them have done this. Volunteer helpers, visitors and all staff must report any disclosures of a concerning nature as soon as possible to the DSL or DDSs in an appropriate setting so that others cannot overhear.

It is essential that all staff, Governors, volunteer helpers and visitors are aware that they should not discuss any issues about school outside of school, including with families, even if it involves their child. Parents and carers should be advised to make an appointment with school, to speak to the relevant staff member.

All volunteers are also asked to complete an application form and basic safeguarding training before starting at the school. The safeguarding training is also completed by all students before they commence their placement at the school.

Pupil records and information

All information about children is private and should only be shared with members of staff who need to know, in accordance with GDPR guidelines. All social services, safeguarding, medical, SEND and personal information should be kept in a secure place where only authorised school staff have access to it. Information collected for one purpose should not be used for another. All GDPR guidelines are strongly adhered to.

Photographs and Videos

When children enter the school parents and carers are required to indicate if they wish their child to be photographed or videoed; either for classroom use by teachers, or for events such as Collective Worship, Sports day, the school website or social media. Staff should then be made aware of children who should not be photographed. Staff will only use school equipment to take photos and videos of pupils. They will never use their own personal equipment, for example mobile phone or personal iPad. All parental consents are recorded on Arbor, our register system.

Social Networking Sites/chat rooms

It is important that all adults, whether paid members of staff, Governors, students or helpers understand that they must not discuss any issues about school at any time in any place - including on social networking sites or on internet chat rooms. Staff and Governors should be aware that it is not appropriate to be friends with any pupils of this school on networking sites and care and extra vigilance must be taken if friends with parents of the school.

Links to other policies

PSHE, including Sex and Relationships
Child Protection and Safeguarding
Drugs Education
Social and Emotional Communication
E-Safety
Data Protection
Code of Conduct
Staff Acceptable use of ICT

Safeguarding procedures

At St Faith's we have a positive culture of safeguarding, with effective policies and procedures in place. Our safeguarding procedures are outlined in our Child Protection and Safeguarding Policy, which can be found on our website <https://stfaithscofe.secure-primariesite.net/safeguarding-information-and-policies/>.

Monitoring and Evaluation

This policy will be monitored and reviewed every 2 years and evaluated as required, following any staff and parent feedback.

Approved by the governing body on:-	March 2026
Signed (Chair of Governors)	Emile Van Der Zee
Signed (Headteacher)	Amanda Konrath
Review Date	March 2028