

St. Andrew's CE (VA) Infant School and St. Andrew's CE (VA) Junior School

Confidentiality Joint Policy



Title	Confidentiality Joint Policy
Version	1.2
Date	September 2022
Author	Mrs A Jocelyn & Mrs J Swallow
Approved by headteacher	
Approved by governing body	N/A
Next review date	September 2023

Modification history

Version	Date	Description	Revision author
1.1	02/10/19	Information added from Policy Review February 2019	Stephanie Hardaker (Office Manager)
1.2	14/06/21	Date changed to be in line with new academic year	Stephanie Hardaker (Office Manager)

1.3	28.09.22	Date changed and executive head, head of school and assistant head added where needed.	Natalie Shaw (Assistant Head)
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Confidentiality Policy

Rationale

At St Andrew's, we respect the privacy and trust of children and their families, while ensuring access to high quality care and education.

Aim

The fundamental aim of this policy is to ensure that all members of the school community are confident that any personal information will remain strictly confidential.

Aims and Objectives □ to ensure that school is a 'confidential, safe place' for children and their families, in line with the aims of 'Every Child Matters'.

- to ensure that all families can share their information, in the knowledge that it will only be used to enhance the welfare of their children.
- to ensure that staff and children feel secure in the knowledge that their personal information is confidential and will only be shared with persons on a need-to-know basis in-line with the school's Publication Scheme (Freedom of Information Act 2000) and Privacy Notice (Data Protection Act) and Data Protection Policy.

Guidelines

1. Staff, governors, students and parents working or helping in school will not discuss personal information given by a parent or disclosed by a child with other members of staff, except the executive headteacher, head of school or assistant head in their absence.
2. No child's personal or educational information will be discussed by students from High Schools or Institutes of Higher Education who are working in the school with persons outside the school. Nor will information that could identify a child or family be included in any course work, assignments or research.
3. Parents may access the information and records relating to their own child but will not have the right to access information about any other child. This includes class lists.
4. Any concerns/evidence relating to a child's personal safety or protection are kept by the **school** in a secure place and will only be shared if appropriate.
5. Personal information about children, families and staff is kept securely.
6. Issues related to the employment of staff, remain confidential to the people directly involved with making personnel decisions.
7. Parents' permission is sought for media photographs to be taken of their child by the school and local press.
8. This policy should be read in conjunction with the school's Behaviour, Health and Safety, Data Protection Policy and Child Protection Policies.
9. This policy will be made available to staff, students, governors and voluntary helpers working in school and each will be asked to sign a declaration of acceptance.

Policy Review:

This policy should be reviewed within 24 months of the date it was written.

Confidentiality Policy September 2022 - Declaration of Acceptance

I have read and accept the Confidentiality Policy.

Signed: **Date:**

Full name:

Position: