



Thorpe Acre Junior School



Thorpe Acre Infant School

Confidentiality Policy and Agreements

Approved by : Headteacher
Date : March 2025
Next review due by : March 2026

Learning, Working and Succeeding Together
Reaching High, Learning and Growing Together

Safeguarding Statement

At Thorpe Acre Junior School and Thorpe Acre Infant School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Thorpe Acre Junior School and Thorpe Acre Infant School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

GDPR Statement

Data will be processed in line with the requirements and protections set out in the UK General Data Protection Regulation.

Equality Impact Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

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1. Aim

To ensure that confidentiality and Data Protection Compliance are a natural part of good practice.

To provide all staff, governors and others in school clear, unambiguous guidance as to their legal and professional roles.

To make certain that the procedures throughout the school can be easily understood by pupils, parents/carers and staff.

2. Rationale

Schools hold a lot of confidential information about children, staff and sometimes parents and carers. Whilst it is important that we continue to develop positive ways to use that information, we all recognise that it is our responsibility to use, hold and safeguard information received.

Our schools are mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. Our obligation to comply with the Data Protection Act 2018, the GDPR and other legislation and statutory guidance underpins our management of data.

3. Objectives:

- To provide consistent messages in school about handling information about children and adults once it has been received.
- To foster an ethos of trust within the school.
- To ensure that staff, governors, volunteers, students, parents, and pupils are aware of the schools' confidentiality policy and procedures.
- To reassure pupils that their best interests will be maintained.
- To encourage pupils to talk to their parents and carers.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that everyone understands their personal responsibilities.

4. Guidelines

- All information about individuals is private and should only be shared with those staff that have a need to know.
- All social services, 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.
- The school continues to actively promote a positive ethos and respect for the individual.
- The Safeguarding & Child Protection Policy will be applied, and monitored by appropriate school personnel.

- All children and adults have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns, and special educational needs and/or disabilities.

5. Day to Day Practice

Confidentiality is a whole school issue. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

Information about children will be shared with parents and carers but only about their child. **Parents should not have access to any other child's books, marks and progress grades at any time especially at parents' evening.**

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, and whether those concerned have access to all, or only some of the information.

Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and social services minutes of meetings and reports will be circulated securely through Egress, or in envelopes / files and once read should be returned for destroying or secure filing, whichever is appropriate. Additionally, they will be added to CPOMS for the SDSL and DDSLs to read and be safely stored.

In all other notes, briefing sheets etc. a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Staff should exercise prudence and consider the dignity of individuals during conversations on the school site, for example in the staff room, particularly if non-members of staff are present and in the presence of children.

Non-members of staff, for example, students and voluntary helpers, will be asked to follow the principles of the confidentiality policy and sign a confidentiality agreement.

6. Governors

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper.

These confidential papers should be destroyed after use.

Governors must observe complete confidentiality when asked to do so by the Governing Board, especially in relation to matters concerning individual staff, pupils or parents.

Governors will sign a confidentiality agreement annually.

Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential.

Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arise outside the Governing Board.

7. Monitoring and Evaluation

The policy will be reviewed as part of the school's monitoring cycle.

8. Conclusion

Thorpe Acre Junior School and Thorpe Acre Infant School have a duty of care and responsibility towards pupils, parents/carers, and staff. They also need 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 document.

Policy delegated to the Headteacher by governors and shared with staff, volunteers and the school community.

9. Links to other Policies/Documents

- Safeguarding & Child Protection Policy
- GDPR
- Staff Code of Conduct
- Staff Handbook



**Thorpe Acre Infant School
Thorpe Acre Junior School**



Governor - Confidentiality Agreement

First of all, thank you for volunteering to be a Governor of our relevant school.

Your help and support in this role are greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters. By signing this agreement, you agree to uphold Thorpe Acre Infant and Junior Schools' Confidentiality Policy.

This means you will not share pupil / staff information with anyone other than those who are directly involved.

Examples of confidential information are (but not limited to):

- Information about governors, staff, pupils, parents, visitors and events that occur in school.
- Information about actions of the Governing Board that are not published in Governing Board minutes.
- Information accessed by 'privilege' e.g. notices on staff noticeboard.
- Information about future school plans / actions that have not been disclosed to parents.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in termination of my membership of the Governing Board.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Governor	
Signature of Governor	
Date	
School Representative	
Signature of School Representative	
Date	



**Thorpe Acre Infant School
Thorpe Acre Junior School**



Staff - Confidentiality Agreement

This employment carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Thorpe Acre Infant and Junior Schools' Confidentiality Policy. This means you will not share pupil / staff / parent information with anyone that breaches confidentiality. This includes using social media sites such as Facebook. Writing confidential, detrimental or damaging comments about the school, its staff or parents, will be dealt with by the school's Governing Board.

Examples of confidential information are (but are not limited to):

- Information about governors, staff, pupils, parents, visitors and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations.
- If you see something in school that concerns you, please discuss the matter with the Headteacher.
- You must never use information about individual children outside the school without parental permission (photographs/names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in disciplinary action being taken.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Staff	
Signature of Staff	
Date	
School Representative	
Signature of School Representative	
Date	



**Thorpe Acre Infant School
Thorpe Acre Junior School**



Voluntary Helper - Confidentiality Agreement

First of all, thank you for volunteering to be a helper at this school. Your help and support in this role is greatly appreciated. In this role you are supporting the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Thorpe Acre Infant and Junior Schools' Confidentiality Policy.

This means you will not share pupil / staff information with anyone that breaches confidentiality. This includes using social media sites such as Facebook. Writing confidential, detrimental or damaging comments about the school, its staff or parents, will be dealt with by the school's Governing Board.

Examples of confidential information are (but are not limited to):

- Information about governors, staff, pupils, parents, visitors and events that occur in school. For example, a parent who knows you are a helper at the school may ask you how their child is getting on (e.g. academically / behaviour). To prevent and misunderstanding, it would be better to advise the parent to speak to the class teacher.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations
- If you see something in school that concerns you, please discuss the matter with the Headteacher.

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being required to be a volunteer.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions

Name of Helper	
Signature of Helper	
Date	
School Representative	
Signature of School Representative	
Date	



**Thorpe Acre Infant School
Thorpe Acre Junior School**



Student/Work Experience - Confidentiality Agreement

This work placement / experience carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Thorpe Acre Infant and Junior Schools' Confidentiality Policy. This means you will not share pupil / staff information with anyone that breaches confidentiality. This includes using social media sites such as Facebook. Writing confidential, detrimental or damaging comments about the school, its staff or parents, will be dealt with by the school's Governing Board.

Examples of confidential information are (but are not limited to):

- Information about governors, staff, pupils, parents, visitors and events that occur in school.
- Information accessed by 'privilege' e.g. notices on staff noticeboard /conversations.
- If you see something in school that concerns you, please discuss the matter with the Headteacher.
- You must never use information about individual children outside the school without parental permission (photographs/names).

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being able to complete my placement as a student and that this breach may be reported to those who arranged the placement or my course leader.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Student	
Signature of Student	
Date	
School Representative	
Signature of School Representative	
Date	