



Thrupp Primary School

Confidentiality Policy

Approved by: Standards & Welfare	Date approved: February 2026
Previous review: January 2024	Review Due: February 2028

Thrupp Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

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Working at Thrupp Primary School necessarily means having access in a variety of ways to information that must be regarded as confidential. This policy applies to all staff employed by the school, including temporary and agency staff. It also applies to Governors, volunteers, visitors, work experience placements and parent helpers.

1. Aims of our Confidentiality Policy

- To protect the child at all times and be mindful that as a school we are placed in a position of trust.
- To provide clear, unambiguous guidance on the legal and professional responsibilities of dealing with confidential and sensitive issues.
- To foster an ethos of trust and to encourage children to talk to an adult if they need to.

This policy should be read in conjunction with the 'Safeguarding Children and Child Protection Policy' and 'Data Protection Policy' but it will also impact on all other school policies.

2. Guidelines for practice:

- To ensure that confidentiality is a whole school issue and that 'ground rules' are set for the protection of all.
- To ensure that staff, parents/carers understand that social media is not a secure or private platform and is therefore not appropriate for discussing school and/or pupil issues.
- When teachers are working with children on personal, social and health education programmes, or in the teaching of sensitive or controversial issues, it is possible that some children will want to discuss information of a sensitive nature or make a disclosure. In this situation, the Safeguarding Children and Child Protection Policy guidance will be followed.

Circumstances where we will **always** break confidentiality:

- Life and immediate risk to the pupil
- Prevention of terrorism
- A third party is at risk of abuse or neglect
- When you have been subpoenaed to a Court of Law

Following a disclosure:

- Agree with the child who you will talk to and what you will say
- Let them know how you will continue to support them

All information about individuals is confidential and should only be shared with others on a 'need to know' basis.

3. Confidentiality statement for students, Governors or helpers in school:

Teachers talk about their job constantly. Conversations at breaks and lunchtimes are often about school and individual children.

We ask that such conversations be regarded as confidential.

Similarly, the work, progress and behaviour of individual children are a matter for the teacher, the child and the parents of the child. Any comments made by work experience students about a child, or an incident at school, may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in school and should end there. Incidents that are more serious are discussed, *in confidence*, with parents.

There is a need for confidentiality on all school matters. As a student / Governor / helper in our school. You must respect confidentiality on all matters to avoid misunderstandings or upset.

4. Confidentiality statement for working with other agencies (Social Services, Health etc.):

During work with other professionals and agencies, exchange of information will be regarded as highly confidential and will only be shared on a need to know basis and with the permission of the professional/agency involved, using any appropriate guidance.

5. Confidentiality statement for pupil records:

The content of pupils' records will be regarded as confidential and will only be shared on a need to know basis and in accordance with GDPR

6. Dissemination of the Policy:

- All staff and volunteer helpers working at Thrupp Primary School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- A Confidentiality Statement is posted on noticeboards within the school.
- All parents and Governors will be made aware of this policy through our newsletter and our website.
- All external agencies working in school to deliver elements of PSHE and Citizenship will be made aware of this policy and its contents. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.

7. Monitoring and Review

- The Governing Body Standards Committee have responsibility for monitoring the effectiveness of this policy, in consultation with the Designated Safeguarding Lead (DSL).

8. Designated People for Child Protection

The Designated Person for Child Protection is, Mrs Donna Mylechreest Headteacher.

The Deputy Designated Persons for Child Protection are Mrs Ailsa Catt, Deputy Headteacher and Mrs Tina Harris, SENCO.

The Designated Governor for Child Protection is Mrs Andrea Jordan.