

Tividale Hall Primary School



Confidentiality Policy

December 2025

Aims

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

Rationale

Tividale Hall Primary School seeks to put the child at the heart of learning process and to provide a safe and secure learning environment. 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 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 stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

The policy of the school is to work in partnership with parents in order to promote the welfare of children. The school also aims to build up relationships of trust with children. Children and parents should feel able to raise with the school concerns about safety and welfare in the knowledge that these will be dealt with sensitively.

Because of the sensitivity of these issues, the school will operate on the presumption that anything imparted in confidence will be treated in confidence.

This is subject to three qualifications:

1. Anything imparted 'in confidence' to one member of staff or person approached as an associate of school, may be shared with a restricted number of colleagues if that person feels in need of support and guidance from them.
2. If serious concerns are raised about the safety or welfare of a child, the person approached may be obliged, in terms of the school's safeguarding and child protection procedures, to pass that information on to a Designated Safeguarding Lead for consideration as to whether it should be shared with authorities. In these circumstances, the person approached would not, except in an emergency, breach the confidence without letting the person seeking assistance know that he/she intended doing so.
3. The school must, of course, pass on information when legally obliged to do so, for example, by a court of law.
4. Children must also feel able to share concerns with staff. Problems may arise when a child consults a member of staff about a problem and does not want that information to be shared with parents. While staff will try to encourage children to share the information with parents where that is appropriate, there may be circumstances in which any pressure to pass the information on could result in the child keeping the problem to him or herself or not sharing concerns in the future.

Objectives

1. To provide consistent messages in school about handling information about children once it has been received.
2. To foster an ethos of trust within school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedure.
4. To reassure pupils that their best interests will be maintained.
5. To encourage children to talk to their parents and carers.
6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all, including rigorous monitoring of cultural, gender and special education needs.
8. To ensure that, if there are child protection issues, the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
10. To understand that health professionals are bound by a different code of conduct.
11. 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 that they do not have parental responsibility for.

Governors

Meetings of Governors are confidential. Public minutes of meetings are available to view on request. Any items concerning and individual right to confidentiality **are not included in the public minutes.**

At no time must any governors discuss happenings within meetings or happenings within school with a third party. The same notion of confidentiality must be observed at all times. It must also be remembered that the governing body is made up of a **representative** sample of people from different sectors, e.g. parents, staff, Local Authority. Nevertheless, they are a **governor** of Tividale Hall Primary School elected from a particular sector – not an individual or 'sounding block'. Contact with governors may be made but wherever possible should be through the proper channels, i.e. the Chair or Head teacher or Clerk, who will inform the chair.

Confidentiality Statement for Children & Young People

The following is a sample statement of confidentiality which school issues to pupils and parents. Parents should be reassured that it is the aim of the school always to act in the best interests of the child and to encourage the fullest possible involvement and consultation with parents.

- If you have something important to talk to staff about
- If you are worried about things that are happening to you
- If you need help or if you need to know how to seek help, the staff are there to listen and to help, they will try to do what they can
- If you are worried about confidentiality
- Tell the staff – they will understand; they may be concerned about your safety and may need to share this with others, but they would tell you first
- If you are still unsure about talking to a member of staff you can phone Childline on 0800 1111; the call is free and will not show up on your phone bill. Childline will help you work out what you do next.

Conclusion

Tividale Hall Primary School 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 document.



Tividale Hall Primary School

Statement of Confidentiality

All members of staff, regular visitors and volunteers are required to sign the following statement relating to confidentiality.

I have read and understood the Confidentiality Policy and agree to adhere to this in my role at Tividale Hall Primary School, during my time at the school and after I have left.

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.

I agree to only discuss information relating to Tividale Hall Primary School and its stakeholders on a 'need to know' basis, as defined in the policy.

I agree not to post or share information online through any means, including all areas of social media, e.g. Facebook, Twitter, which relates to any individual stakeholder or brings Tividale Hall Primary School into disrepute.

As a volunteer I understand school decides when and where I will be volunteering in school, that I am responsible to the area I am placed with and I should discuss with the line manager of the area I am assigned to concerns or information that needs to be shared about stakeholders.

I agree to refer all requests for information by an outside agency or the media to the Headteacher.

Signed:

Date:

Name (please print):

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Role in school:

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Signature of school representative / Date:

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Please sign and date and hand to Miss Campbell in the office

Review date: December 2026

