



Geoffrey Field Junior School- Confidentiality Policy

Policy Name	Confidentiality Policy
Approved by	Headteacher
Date of Approval	10/03/2025
Date of Next Review	Spring 2026
Review Cycle	Annual
Type of Policy	Non- Statutory
Policy Owner	Headteacher
Policy Published on School Website	Yes
This Policy should be read in conjunction with	<ul style="list-style-type: none"> ● Behaviour and related policies ● Online Safety Policy ● Child Protection ● Inclusion ● ICT and Internet Acceptable Use Policy ● Visitor's policy ● Whistleblowing ● Data Retention

AIMS

The primary aim of this policy is to ensure the safety, well being and protection of our pupils and staff. To allow them to feel safe, valued; confident to be open and honest in a safe space and trust those they are sharing with.

This policy also aims to:

- Ensure that the school's attitude to confidentiality is easily understood and that there is trust in the boundaries of confidentiality operating within the school.
- Allow children and adults in school to enjoy privacy from gossip.
- Enable the school to be fair to all its community.

RATIONALE

At Geoffrey Field Junior School we believe that:

- The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff made about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' well being and safety.
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
 - Everyone in the school community needs to know that no-one can offer absolute confidentiality.
 - Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to.

GUIDELINES

In practice, there are few circumstances where absolute confidentiality can be offered in a school. We strive to strike a balance between ensuring the safety, well-being and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it. When it is essential to share personal information, child protection procedures and good practices are followed. Against this background, we adhere to the following guidelines:

- Staff are expected to carry out their duties in accordance with the 'Staff Code of Conduct'.
- Staff will only discuss details pertaining to an individual with persons who have a professional duty to know to enable them to execute their role in educating or safeguarding the aforementioned individual. Sharing information without a legitimate reason for doing so will undermine the confidentiality of the individual involved, breach the staff code of conduct and could result in disciplinary action.
- Staff will not enter into detailed discussions about a particular child's behaviour or

consequences with other children or their parents/carers.

- At full Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with by the Head teacher and presented separately from the main Head's Report. This report is not for the knowledge of persons outside the Governing body meeting. Matters in Part 2 are minuted separately and minutes are not published.
- Governors, in particular those sitting on Discipline Committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Parents in school working as volunteers in the office, classrooms, or volunteering on trips will not report or discuss cases of behaviour or consequences to other parents. This allows the teachers to deal with such matters in line with school policy with confidence and on occasions to allow children to put the matter right without the direct involvement of their parents.
- When volunteers and visitors, such as parents or external volunteers, are working in classes they do not discuss matters outside of the classroom.
- Matters of Child Protection are made known to staff on a need to know basis and are not discussed beyond those who are involved directly.
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- Volunteers, students, visitors and supply teachers are asked to read this policy before working in school.

Electronic Transfer of data

Appropriate procedures and protocols are always followed to ensure safe and secure transfer of pupil, staff, family and school data between Geoffrey Field Junior School and agencies or other schools. We use the CPOMS safeguarding system which securely transfers data from school to school when both sites use it. Electronic data is held securely and access is restricted to those who have a professional need to have visibility. This is reviewed throughout the academic year to ensure that confidentiality is maintained.

The school abides by the principles set out in 'Meeting Digital Standards in Schools'

Inclusion

Where it is deemed that discussing an individual case with a class or group will support the inclusion of that child, permission will be sought from the child and his/her parents or carers prior to any such discussions taking place.

February 2025