



Carlton VC Church of England Primary School

Confidentiality Policy 2025

'I am the vine, you are the branches; those that abide in me and I in them will bear much fruit' (John 15:5)

Approved by: Jσ Bevis
Staff
Governors

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Written by: Jσ Bevis

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Edited by: Jσ Bevis

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Carlton C of E Primary School CONFIDENTIALITY POLICY

This Policy should be read in conjunction with our Privacy Notice which explains why we hold personal information, how we use this information, who we share it with and how we keep it secure, to ensure we meet the requirements of the General Data Protection Regulations (GDPR).

A copy of the Privacy Notice is available on our website

www.carltoncofeprimary.co.uk

Aims of the Confidentiality Policy

To protect the child at all times

- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in school deal confidently with sensitive issues.

This Confidentiality Policy impacts upon every other school policy.

Principles and Intent

Our School Vision

'The Carlton Way: We teach with compassion in a creative and collaborative Christian community that promotes a love of learning, growth and success for all.'

School Motto:

'I am the vine, you are the branches; those that abide in me and I in them will bear much fruit' (John 15:5)

Carlton C of E Primary seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment for all our stakeholders. It is committed to developing creative and positive ways for the stakeholders voices to be heard whilst recognising the responsibility to use, hold and safeguard information received.

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.

Equal Opportunities Statement

Carlton C of E Primary is committed towards equal opportunities in all aspects of school life. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

Specific Issues

All adults working in our school

- Implement the Child Protection Policy.
- Encourage children to be open with their parents/carers.
- Must maintain professional standards of confidentiality about anything seen or heard within the school.
- Who has a concern about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure, that adult should discuss their concerns with the child's class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the school's procedures for the taking of and use of photographs and video recording in school; please refer to Acceptable Use Policy.
- No child's personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- Unconditional confidentiality should never be given.
- If an adult receives external information that leads them to believe there is a child protection issue, they could refer the information to the Designated Safeguarding Lead (DSL), Mrs Jo Bevis; in her absence to the Deputy DSLs (A Frost or C Williams).
- Adults should be sensitive when discussing an individual child's behaviour in the presence of another child.
- No adult should enter into detailed discussion about a child's behaviour or academic progress with other children or their parents.

Governors' Meetings

- 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.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors must observe

complete confidentiality when asked to do so by the Governing Body, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

Information held about children

- Information about children will be shared with parents/carers but only about their child. Parents/carers will not have access to any other child's marks and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- All personal information about children including social services records are regarded as confidential. The Headteacher will decide who will have access, on a need to know basis, and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be kept securely.

In the classroom

- Ground rules and distancing techniques will be used where sensitive issues are to be addressed eg drugs education, relationship and sex education.
- Adults should not put pressure on children to disclose personal information and should discourage others from applying any such pressure.
- All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- Children will be reassured that, if information has to be shared, they will be informed first and then supported appropriately.
- If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be carried out sensitively by the class teacher/Headteacher eg bereavement.

Dissemination of the Policy

All staff members, governors and adults working in the school (including voluntary helpers) will have a copy of this policy available in the staff room. A copy of the Policy is available to look at in the School Office and it is also on the school website.

Monitoring and review

The policy will be reviewed as part of the school's monitoring cycle. The headteacher has responsibility for monitoring and reviewing this policy.