

Dollis Primary School



Confidentiality Policy

Confidentiality Policy (April 2026)			
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Dollis Primary School

CONFIDENTIALITY POLICY

School Vision and Values.

Our vision is: **Excellence in All we do! Shaping attitudes, efforts and ambitions.**

It is our firm belief that every child should leave Dollis Primary with:

- the knowledge, skills and education that prepares them for secondary school, adult life and the world of work,
- a sense of responsibility as a future global citizen;
- ambition and an awareness of their limitless potential and
- a thirst to be a motivated learner for life.

Our values of **Kindness, Honesty, Respect, Determination, Courage and Ambition** are the golden threads of our ethos. They permeate the teaching of every subject area and underpin the inclusive nature of our broad and rich curriculum and vision.

We aim for our school to be a place where individual strengths are nurtured so that children can achieve at an outstanding level.

1. Rationale

Dollis Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of safeguarding and to address the issues, which may arise about confidentiality. 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.

2. Equalities

At Dollis Primary School, we believe it is the right of all pupils, regardless of their gender, ethnicity, physical ability or linguistic, cultural or home background to have access to high quality learning experiences in a stimulating and supporting environment where prejudice and stereotyping are challenged.

3. Aims

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

4. Objectives

- to provide consistent messages in school about handling information about children once it has been received.
- to foster an ethos of trust within the school

- to ensure that staff, governors, volunteers, parents and pupils are aware of the school's confidentiality policy and procedures.
- to reassure pupils that their best interests will be maintained.
- to encourage children to talk to their parents and carers.
- to ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- to ensure there is equality of provision and access for all including rigorous monitoring of cultural, gender and special education needs
- to ensure if there are safeguarding issues, then the correct procedure is followed.
- to ensure that confidentiality is a whole school issue and that PSHE lesson's ground rules are set for the protection of all.
- to understand that health professionals are bound by a different code of conduct.
- to ensure that parents have a right to access any records the school may hold on their child but not any other child that they do not have parental responsibility for.
- to understand that decisions made in school are not to be discussed outside of school until made public.
- to avoid making judgements based on confidential or previous information.
- to understand that all staff are entitled to a private life.
- To ensure that children, staff parents and carers do not breach confidentiality on social media platforms and or WhatsApp type groups.

5. UK GDPR and Data Protection Act 2018

The principles of the Confidentiality Policy are underpinned by the Data Protection Act 2018 and UK GDPR regulations 2021. Please consult our Privacy Notice and Data Protection Policy.

6. Guidelines

- 6.1 All concerns about individual children are private and should only be shared with all staff on a need to know basis.
- 6.2 All safeguarding, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than relevant school staff.
- 6.3 The school continues to actively promote a positive ethos and respect for the individual
 - 6.3.1 The school has appointed a Designated Safeguarding Lead and Deputy DSLs for safeguarding who receives regular training.
 - 6.3.2 There is clear guidance for the handling of safeguarding incidents and all staff have access to training on safeguarding.
 - 6.3.3 There is clear guidance for procedures if a member of staff is accused of abuse.
 - 6.3.4 Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a safeguarding issue.
 - 6.3.5 Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
 - 6.3.6 Any intolerance about, gender, faith, race, culture or sexuality is unacceptable and should follow the school's discipline policy.
 - 6.3.7 Information collected for one purpose should not be used for another. This is known as purpose limitation.
- 6.4 Parents/carers and children need to be aware that the school cannot guarantee total confidentiality with regard to safeguarding and the school has a duty to report safeguarding issues.
- 6.5 The school prides itself on good communication with parents and carers and staff are available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with

parents/carers any safeguarding disclosures if advised by social care before going on to inform the correct authorities.

- 6.6 Parents/carers and children should feel reassured that only in exceptional circumstances where safeguarding is a concern will confidentiality be broken.
- 6.7 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.
- 6.8 Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PHSE session dealing with sensitive issues such as sex and relationships and drugs. The school is proactive so children feel supported, but information is not unnecessarily revealed in a public arena. 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.
- 6.9 Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the medical needs sheet should be accessible to staff who need that information, but not on general view to other parents/carers and children.
- 6.10 Photographs of children should not be used without parents/carers permission especially in the press and internet. This is often a cultural issue of which the school needs to be aware. At no time should the child's name be used with a photograph so that they can be identified. The school gives clear guidance to parents about the use of cameras and videos during public school events.
- 6.11 Information about children will be shared with parents but only about their child. However, parents should be aware that information about their child will be shared and transferred with the receiving school when they change school.
- 6.12 All personal information about children including social care 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.
- 6.13 Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social care minutes of meetings and reports will be circulated in envelopes and once read should be returned for secure filing or by secure email. Logs of administration of medication to children should be kept secure and each child should have their own individual log. 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.
- 6.14 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 collected and destroyed. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. 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 arises outside the governing body.
- 6.15 On occasions, staff are involved in discussions about the leadership and management of the school ie. changes in personnel. These must not be discussed with parents/carers until made public.
- 6.16 On occasions, staff may be questioned by parents/carers during social interaction about issues within the school. Discussions of this nature must be avoided, and parents/carers directed to the appropriate person(s) in the school.
- 6.17 Parents/carers of children in the school must not reveal the identity of future teachers to their child.
- 6.18 Staff must not make judgements based solely on previous knowledge of a child's behaviour / needs.
- 6.19 All staff are entitled to a private life, which must not be discussed in the public arena

6.20 All children, parents, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community. It is important that:-

- Staff do not discuss details of individual cases arising in staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- No member of staff discusses an individual child's behaviour in the presence of another child in school.
- Staff do not enter into detailed discussion about a child's behaviour with other children or their parents.
- Governors, in particular those sitting on Discipline Committees, do 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 do not report cases of poor behaviour or pupil discipline to other parents in the school. This allows teachers to deal with such matters in line with school policy.
- All adults in school follow the procedures outlined in the Safeguarding Policy when appropriate.
- 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 in the Headteacher's Report under Part 2 confidential. This is not for the knowledge of persons outside the Governing Body meeting. Minutes in Part 2 are minuted separately and minutes are not published.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the headteacher's office and electronic records will only be available from the headteacher's computer.
- Matters of Child Protection are made known to staff on a need to know basis. 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.
- When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters outside the classroom. For example, the specific use of Learning Support Assistant time for particular pupils or groups of pupils, LSAs have different roles within a class, including the support of children with special educational needs, the provision and work with these children is for the teacher to discuss with the relevant parents or carers.
- Volunteers, students and supply teachers are asked to read this policy before working in school.

6.21 To ensure that children, staff parents and carers do not breach confidentiality on social media platforms and or WhatsApp type groups.

- Staff, parents and carers should not discuss confidential data about the school on social media platforms and or WhatsApp type groups.
- Staff, parents and carers should not take photos of children on school premises on their own devices.
- Staff, parents and carers should not post photographs of children on social media and or WhatsApp type groups.

7. Monitoring and Evaluation:

- 7.1 The policy will be reviewed as part of the schools monitoring cycle.
- 7.2 The PHSE Policy, Sex and Relationships Policy and Drugs Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.
- 7.3 Governors have responsibility for the monitoring and implementation of this policy.
- 7.4 Breach of this policy may result in disciplinary action.

8. Related policies:

Child Protection and Safeguarding Policy

Online Safety Policy

PSHE Policy

Equalities Policy

Students and Volunteers working in School Policy

Data Protection Policy

Whistleblowing Policy

APPENDIX 1

SIX KEY POINTS ON INFORMATION SHARING

1. You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.
2. You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
3. You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgement on the facts of the case, there is sufficient need to override that lack of consent.
4. You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
5. You should ensure that the information you share is accurate and up-to-date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it and shared securely.
6. You should always record the reasons for your decision – whether it is to share information or not.