



**HIGHER
WALTON
C. OF E. PRIMARY
SCHOOL**

CONFIDENTIALITY POLICY

Confidentiality Policy

At Higher Walton CE Primary School, our work with children and families will sometimes bring us into contact with confidential information. To ensure that all those who are using and working in school can do so in confidence we will respect confidentiality in the following ways:

- 1) Parents will have ready access to the files and records of their own children but will not have access to information about any other child.
- 2) Staff will not discuss individual children, other than for the purposes of curriculum planning or behaviour management, with people other than the parents/carers of that child.
- 3) Information given by parents/carers to school will not be passed on to other adults without permission.
- 4) Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- 5) Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will be shared within the school only on a 'need to know' basis.
- 6) Students or volunteers on work experience or recognised courses, who are working or observing in school will be advised of our confidentiality policy and required to respect and uphold it.

This policy has been produced in consultation with staff and Governors, and reflects current practice. It should be read in conjunction with other school policies such as Child Protection Policy and Data Protection Policy.

Policy written by L.Downey
Reviewed J Headley June 2010

March 2006

Amended Sept 2010 to include signature slip.

This policy was last reviewed and agreed by the Governors' Resources Committee on 28th January 2014.

I acknowledge that I have read the Confidentiality Policy, and will abide by it.

Signed _____

Name _____