



Confidentiality Policy

Rationale

This policy provides guidance and information on confidentiality procedures in the school for staff, pupils, parents/carers and governors.

This school operates in a way that respects every individual and family's right to privacy. All our staff, volunteers, governors and visitors are therefore expected to work within the guidelines of this policy which conform to legislation and government guidelines and which protect confidentiality.

At Hudson Road Primary School our core values underpin our culture and behaviours: principles of respect, high expectations, understanding of rights and responsibilities and a sense of belonging and purpose.

Hudson Road Primary School aims to provide a safe and secure learning environment. We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility for confidentiality in how we use, hold and safeguard information received.

Aim and Objectives

To protect the child at all times and to give all staff, governors and parent/carers involved clear, unambiguous guidance as to their legal and professional responsibilities.

- To provide consistent messages in school about handling of information about children once it has been received.
- To foster an ethos of trust within the school.
- To ensure that pupils and parents/carers know that staff cannot offer unconditional confidentiality.

Professional Codes of Conduct

Whereas school staff are bound by their safeguarding roles and cannot promise pupils absolute confidentiality, other professionals – when working with individual students – are bound by their professional codes of conduct which tend to give pupils the right to confidentiality and it would be unreasonable to expect a professional to act outside his/her professional code within a school setting. Confidentiality, in these situations, should only be breached in exceptional cases and not without first informing the child.

In a classroom situation, including small group work, the school's policies and procedures apply to teachers and other professionals alike.

Procedures

- All information about individual children is private and should only be shared with those staff that have a need to know.
- Parents/carers have a right of access upon request in writing to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.
- All children's services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than appropriate school staff. At Hudson Road we use CPOMS to keep a confidential online record of any information about safeguarding and medical/ special needs. Paper records (letters, minutes) are kept in locked filing cabinet or cupboard in the School Business Manager's office, SLT room or the locked Archive room.
- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report safeguarding issues
- We encourage children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents. We would share with parents any child protection disclosures before going on to inform the correct authorities unless there is concern that by doing so the welfare of the child would be seriously compromised.
- Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as NSPCC workshops, circle time and other PSHE session dealing with sensitive issues such as sex and relationships.
- 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.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children. Children's photographs may be used in the school office area to identify their medical needs but these are only visible to staff.
- Photographs of children should not be used in any form of social or printed media without parents/carers permission – permission records are kept in the school office.
- We give clear guidance to parents about the use of cameras and videos during school events.
- Governing Body members 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 will be collected after discussion and destroyed.
- 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.

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Next review: May 2027

This policy should be read in conjunction with other relevant policies such as

Child protection

GDPR

Privacy Notice

SEN and Inclusion

Supporting Pupils with Medical Needs

Staff Code of Conduct

Whistle blowing

Monitoring and Evaluation

This policy will be reviewed in February 2027 but minor amendments can be made at any time with the agreement of the Headteacher.