

Perryfields Primary School

Confidentiality Policy

Perryfields



Primary

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Next review due by:	September 2027	

1. Introduction

Perryfields Primary School is committed to providing a safe, respectful and supportive environment for all pupils, staff, parents and visitors. Confidentiality is central to building trust and safeguarding the wellbeing of the school community. This policy sets out how we manage and protect confidential information in line with legal requirements and best practice.

2. Aims

- To ensure that all members of the school community understand the importance of confidentiality.
- To provide clear guidance on handling sensitive information.
- To promote trust between pupils, staff, parents and governors.
- To comply with statutory requirements, including the Data Protection Act 2018, UK GDPR and safeguarding legislation.

3. Scope

This policy applies to:

- All staff (teaching and non-teaching).
- Governors.
- Volunteers and students on placement.
- External professionals working with the school.

4. Principles

- Information will only be shared on a **need-to-know basis**.
- Confidentiality will never prevent the school from fulfilling its **safeguarding responsibilities**.
- All staff are expected to handle personal and sensitive information **professionally and lawfully**.
- Pupils and parents will be informed when information needs to be shared with others for the child's welfare, unless doing so would put the child at risk.

5. Types of Confidential Information

- Personal details of pupils, families and staff (addresses, medical information, assessment data).
- Information shared in confidence by pupils, parents or colleagues.
- Child protection and safeguarding concerns.
- Minutes of meetings that contain sensitive or personal information.

6. Confidentiality in Practice

- Staff should never discuss pupils, families or colleagues in public areas or on social media.
- Pupil information must be stored securely (locked filing cabinets, password-protected systems).
- Staff should not promise **absolute confidentiality** to pupils — they must explain that some information may need to be shared with relevant staff if there are safeguarding concerns.
- Parents will be informed if confidential information needs to be shared with external agencies.

7. Sharing Information

Confidential information may be shared when:

- It is required by law.
- It is necessary to protect the welfare of a child or vulnerable person.
- It supports effective teaching and learning within the school.

Any sharing of information will be **proportionate, relevant, accurate, timely and secure**.

8. Breaches of Confidentiality

Breaches of this policy will be treated seriously. Depending on the nature of the breach, consequences may include:

- Informal guidance or retraining.
- Formal disciplinary action under the school's staff code of conduct.
- Referral to the Local Authority Designated Officer (LADO) in cases involving safeguarding concerns.

9. Monitoring and Review

- This policy will be reviewed every two years, or sooner if required by changes in legislation.
- The Headteacher is responsible for ensuring the policy is implemented and monitored.
- Governors will review and ratify the policy as part of the school's safeguarding procedures.