



'Our School is a Christian community in which pupils, staff, parents, governors and parishioners are working together, within a safe, healthy and stimulating learning environment, to achieve education of the highest possible quality, in order to prepare pupils to meet the challenge of their futures.

We celebrate the value of each child and set high expectations of them in our endeavours to sustain and develop their gifts and talents.'

Date Adopted	Summer 1 2024
Signed (Governors)	Robin Lord
Signed (Headteacher)	E A Travis
Date for review	Summer 1 2027

HOLY TRINITY CONFIDENTIALITY POLICY SUMMER 2024

Aim

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

Rationale

Holy Trinity CE Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. 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.

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 all members of the School community 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 that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole School issue and that in lessons 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 of access to any records the School may hold on their child but not to any other child that they do not have parental responsibility for.

Monitoring and Evaluation

The policy will be reviewed as part of the School's monitoring cycle.

The PSHCE scheme of work, Sex and Relationship policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.

The Headteacher has responsibility for monitoring this policy.

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Conclusion

Holy Trinity CE Primary School has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

Other relevant policies

Behaviour

Anti-bullying and Cyber Bullying

PSHCE

Imaging Policy

First Class

Data Protection

Pupil Records

GDPR

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

As such, our assessment is that this policy :

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level Of Data Compliance Requirements
		✓