

SCAWSBY SALTERSGATE INFANT SCHOOL



POLICY FOR CONFIDENTIALITY

Policy Approved by Governors	December 2023
Review Date	December 2024

Rationale

At Saltersgate Infant School we aim to provide emotional and physical protection and welfare for the children in our school. In order to do this, the adults working in our school must be clear about their roles and responsibilities in developing and sustaining relationships with our children. They should also be sure of the need for maintaining confidentiality and the circumstances in which an apparent breach of confidentiality may be justified.

Key messages:

- Many issues relating to school matters are discussed openly in staff meetings, in Key Stage meetings, in the staff room etc. and sometimes involve individual children or family circumstances or other sensitive matters. Whilst such discussion is encouraged, to ensure the staff as a whole feel fully involved and are aware of what is happening in school it is expected that all such matters remain confidential and are not to be discussed or mentioned elsewhere.
- Any member of staff who discusses a problem of a personal nature with any other member of staff should feel secure in the knowledge that it will go no further unless they wish that it does so.
- If a parent discusses a “Confidential” matter with any teacher which relates to the well-being of a child within the school it has been brought to the attention of “The School” and such a matter must be discussed with the Headteacher.
- Confidentiality relies on the ability of any member of staff to trust in the integrity of their colleagues.

The Role of adults working in our school.

- Ensure that information relating to a child in school is shared with appropriate members of staff.
- Issues, disclosures and information relating to the safeguarding of our children are related to the Designated Safeguarding Lead (the Deputy Headteacher, or in her absence the Headteacher or a member of the Senior Leadership Team).
- Are aware of their responsibilities and duties surrounding the safeguarding of all children within school.
- Will reassure our children that information which is to be shared will be done so in order to maintain their best interests.

Any photographs taken of any of our pupils will not be published without first obtaining consent from each child’s parents or carers.

When a telephone caller requests details of a child's personal circumstances we will always, in the first instance, ask for the caller's telephone number without fulfilling the request. Once we have ascertained the validity of the request, we will return the call.

The Headteacher will make this policy available to any adult working in our school so that they can assist in its implementation.

This policy is linked to our policies for Safeguarding, Positive Handling, PSHC.