



FOREST OF DEAN COMMUNITY SCHOOLS FEDERATION

PARKEND PRIMARY & YORKLEY PRIMARY

Confidentiality 2024 - 2026

Ratified: November 2024

Signed by:

Executive
Headteacher

Chair of Governors

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Statement of intent

This document guides staff, volunteers and visitors on the policy and procedures surrounding confidentiality.

This policy will be adhered to at all times by staff, volunteers, visitors, pupils and parents.

In order to ensure the utmost level of safety for pupils, staff members at 'The Forest of Dean Community Schools Federation' have a duty to act in accordance with this policy and not share information with external agencies, other schools or individuals.

The Staff and Volunteer Confidentiality Policy has the following benefits:

- Ensures that important information regarding the school is not shared
- Guarantees that financial information stays confidential and secure
- Fosters an ethos of trust within the school while helping to build trust amongst staff, volunteers and external agencies
- Supports the school's safeguarding measures

1- Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Crime and Disorder Act 1998
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act (DPA) 2018
- Education Act 2002
- Human Rights Act 1998
- The Education (Pupil Information) (England) (Amendment) Regulations 2019
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2018) 'Information sharing'
- DfE (2023) 'Working Together to Safeguard Children'

2- Definitions

For the purposes of this policy, “**confidentiality**” is an understanding that any information shared with someone in confidence will only be passed on to a third party with the prior and explicit agreement of the person disclosing it.

A “**disclosure**” is the sharing of any private information; this term does not solely relate to child protection issues.

The term “**limited confidentiality**” refers to the disclosure of information with professional colleagues; however, the confider would not be identified except in pre-determined circumstances.

3- Roles and responsibilities

The Executive headteacher is responsible for:

- Ensuring staff understand why they must agree to the regulations set out in this policy and the documents outlined in the legal framework.
- Remaining informed of any confidentiality, safeguarding or data protection concerns within the school.
- Deciding on the appropriate disciplinary procedures that will be placed upon any staff member who is in breach of their confidentiality agreement or otherwise withholds, discloses, or shares confidential information without reason.

The Data Protection Officer (DPO) is responsible for:

- Addressing all concerns relating to data protection.
- Providing advice in the event of a data breach.
- Understanding all relevant legislation including the DPA 2018 and the UK GDPR.

- Understanding how to correctly withhold, store, move and share data.
- Ensuring that the school's data is protected at all times and react quickly to any vulnerabilities.

The Designated Safeguarding Leads (DSL's) / Deputy Designated Safeguarding Leads (DDSL's) are responsible for:

- Understanding the importance of information sharing with other schools, safeguarding partners, practitioners and any other relevant agencies or organisations.
- Understanding relevant data protection legislation and regulations with particular reference to the DPA 2018 and the UK GDPR.
- Keeping detailed, accurate, secure written records of concerns and referrals and understand the purpose of record-keeping.

All staff members, volunteers and individuals working in cooperation with the school are responsible for:

- Upholding their responsibility and duty in relation to confidentiality.
- Ensuring that information and personal details are not shared or discussed with others, except for the appropriate necessary bodies.
- Keeping information regarding the school, including its pupils and parents, confidential.
- Reading, understanding and agreeing to the Confidentiality Policy and the Acceptable Users annex in the Online Safety Policy.

It is important that:

- Staff do not discuss details of individual cases to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- No member of staff discusses an individual child's behaviour/situation etc. in the presence of another child or school visitor.
- Staff do not enter into detailed discussion about a child's behaviour with other children or their parents/carers.
- Staff do not incorporate unconscious bias into daily practise.
- Matters of child protection are made known to staff on a need to know basis.
- Class teachers and support staff are aware of some confidential matters in order to support individual children and adults. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- Volunteers, such as parents/carers and school PTA do not discuss school matters in the wider community.
- Staff should be aware of children in their care with medical needs. This information is accessible to staff who need it but is not on general view to other parents/carers and children.
- Photographs of children are not used without parents/carers' permission, especially in the press and internet/school website.
- Volunteers, students and supply teachers read Appendix 'B' before working in school and sign, date the attachment.

- Governors, in particular those sitting on Discipline Committees, do not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Governors must observe complete confidentiality, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors' meetings can be made public through the minutes or otherwise, the discussions on which decisions are based are regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside of the governing body.

4- Confidentiality and Child Protection

The Forest of Dean Community Schools Federation will always prioritise the welfare of its pupils and this will remain the primary concern when investigating an allegation which has been made against a member of staff, and will always follow the procedures set out in the Allegations of Abuse against Staff Policy.

A staff member who faces allegations relating to safeguarding concerns may find the investigation process extremely stressful. For this reason, the school will ensure that anyone who holds information relating to the investigation keeps said information confidential and that it will not ordinarily be shared with any other staff, pupils or parents who are not involved in the investigation.

The school will take steps to ensure that confidentiality is maintained and the allegations management policy is followed.

Any individual, such as a parent or staff member, who discloses information to any section of the public, e.g. on a social networking site, will be in breach of the reporting restrictions if what they have disclosed could lead to the identification of the staff member by members of the public.

All external visitors will be made aware of this policy and act in accordance with it when dealing with information, particularly sensitive information, regarding the school, its pupils and parents.

5- Sharing information

The school will take the stance that all information about individual pupils is private and should only be shared with other professionals who have a legitimate need to know.

Under no circumstances will personal information about pupils, staff members or the school be passed on indiscriminately.

Under no circumstances will information regarding the school's finances be shared with anyone, other than those with a legitimate need to know.

If members of staff, volunteers or cooperating external parties share unsuitable or misrepresented information, the school holds the right to take the appropriate civil, legal or disciplinary action.

All staff and volunteers will report safeguarding concerns to the DSL as soon as possible and in an appropriate setting.

All data will be processed and held in line with the school's Data Protection Policy. In the event of information and data being shared with external or inappropriate parties, the situation will be dealt with in accordance with the Data Protection Policy.

Staff members who manage or have access to the school's data will always uphold the school's obligation to process personal information fairly and lawfully, and keep the information they hold safe and secure.

The school will be open and honest with all individuals about how and why data is shared, unless it is unsafe to do so.

6- Breaking confidentiality

When confidentiality must be broken because a child may be at risk of harm, staff will ensure the Safeguarding and Child Protection Policy is followed.

Staff will act in accordance with the school's Whistleblowing Policy at all times.

Staff in breach of this policy may face disciplinary action if it is deemed that confidential information was passed on to a third party without reasonable cause.

7- Responsible use of ICT and technology

Every member of staff will adhere to the school's Acceptable Users section in the Online Safety Policy.

All staff, with particular reference to ICT technicians and staff members with access to wider files and data, will understand their obligation to use ICT systems in a responsible way and respect others' privacy and confidentiality.

Staff will understand that their use of ICT systems, email and other digital communications could be monitored and the staff responsible for monitoring such activities will not share any confidential information unless this is for the purposes of keeping children safe or any other legal complication.

All staff will immediately report illegal, inappropriate, or harmful material seen on another individual's network to the Executive Headteacher.

Anyone found accessing, copying, removing or altering any other user's files without permission will face appropriate disciplinary measures.

Communication with pupils and parents will only take place through official school systems.

The Executive Headteacher/School Business Manager will be informed immediately in the event of a data breach on any school device who will then inform the DPO.

As outlined in the school's Data Protection Policy, all staff members will understand that any staff or pupil data, which they have access to, will be kept private and confidential unless the sharing of information is deemed necessary as outlined above.

8- Management and security of school records

In line with the school's Records Management Procedures, any staff member who is responsible for or has access to files, documents or data within the school's ICT infrastructure, database or other, is contractually obliged to maintain the security and management of such records which relate to:

- Pupils
- School management
- Finances
- Personal details of pupils or staff
- Information regarding progress and attainment which is not published on the school website

9- Maintaining confidentiality when staff leave

The school expects the departing staff member to respect and maintain any confidential information once they have left the school's employment, as per the privacy and confidentiality terms within their contract of employment.

All data that the school retains on the departing staff member will be stored in accordance with the Data Protection Policy and Records Management Procedures.

10- Links to other Policies

- Safeguarding and Child Protection
- Staff Code of Conduct
- Whistleblowing
- Online Safety and Acceptable Users
- Allegations against Staff
- Appraisals
- Capability
- Finance
- Governors minutes
- Suspension and Exclusions
- Behaviour, Rewards and Sanction
- Complaints



Parkend and Yorkley Primary Schools - Information for Volunteers & Visitors

Before entering our school, please take a moment to read the following important information. The children's health, safety and well-being is a key priority and we ask you to help us in achieving this. If you have any concerns, please tell us. All our policies are available on each school website or a hard copy can be provided free of charge upon request.

- Person responsible for Child Protection:

Parkend School - Mrs T Wood (DSL)

Yorkley School - Mrs K Burke (DSL)

DDSL's across the Federation:

Mrs H. Wright, Miss A Sime, Mrs E Smith, Mr J Newman, Miss G. Screen.

- Person responsible for Health & Safety:

Forest of Dean Community School Federation - (Both Parkend School and Yorkley School)

Mrs K Burke (Executive Headteacher)

Mrs A Cartmell (School Business Manager)

Parkend - Mrs K Lee (School Caretaker)

Yorkley School - Mr T Prosser (School Caretaker)

- The Chair of Governors for the Federation is Mr Rob Rawlings
- The Federation Child Protection Governor(s) are Miss S Thorne & Mr Jon Meager

In the event of Fire / Evacuation

Our fire alarm has a continuous bell, ensure you make your way to the nearest exit and check you know the correct route out onto the school playground. Each class has a fire point.

The Fire Officer will notify staff and children when the school is safe.

First Aid

Please refer to the list/photos of First Aiders displayed at each school if required. Both schools have an Automated External Defibrillators (AEDs) - These are kept in each school office.

Parkend staff photos - On the main office door.

Yorkley staff photos - On the First Aid door opposite the Executive Heads office.

Information for Volunteers & Visitors

Teachers and Support Staff talk about their job constantly. Conversations at breaks and lunchtimes could be about school, individual children or families. We ask that such conversations are regarded as confidential. Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, child, and the child's parents. Comments made about a child, or an incident at school may be misinterpreted and lead to misunderstandings. We feel sure you will understand the need for such confidentiality on school matters and ask that you maintain this confidentiality. Thank you for your co-operation.

I have read, understood and am happy to sign this information sheet below:

Please sign the slip below to confirm:

Name:

Signed:

Dated: