

Review Date	June 2023
Date Reviewed	June 2026



Agreed by: Steering Committee	Date: July 2025
Name: Natalie Sadler	Signature: Signed electronically on Gov Hub

CONFIDENTIALITY POLICY

June 2023

Aims

- To provide clear guidance to all members of the school community around confidentiality.
- To encourage children to talk to a trusted adult if they are having problems.
- To ensure all adults working in our school and centre deal confidently with sensitive issues.

This Confidentiality Policy impacts upon every other school policy and should be read in conjunction with our Data Protection Policy, our Freedom of Information Act policy, our Online Safety and Acceptable Use of ICT, Mobile/Smart Phones and Social Media policy and our Single Equalities. We are committed to equal opportunities in all aspects of school and centre life.

Legal Requirements

Human Rights Act 1998

Gives everyone the right to “respect for his private and family life, his home and his Correspondence”, unless this is overridden: by the pupil interest, for reasons of child protection, for the protection of public safety, pupil order, health or morals or for the rights and freedoms of others.

Data Protection Act 2018

Applies to personal data of living, identified viable individuals, not anonymised data, manual and electronic records. We know that schools need to be clear, when collecting personal data, and clear about what purposes it will be used for. We have policies to clarify this to staff, governors, pupils and parents.
(Data protection policy)

Freedom of Information Act 2000

Amends the Data Protection Act and gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the Highfield Nursery School and Children’s Centre

Review Date	June 2023
Date Reviewed	June 2026

recipient, if disclosed. Data Protection policy (Freedom of Information Act) should also cover the requirements of this Act.

Children’s Act 2004/ and Children and Families Act 2014

The Children’s Act, 2004, sets out the following objectives under the every child matters agenda:

- Children and Young People are mentally and emotionally healthy
- Children and Young People are healthy
- Children and Young People choose not to take illegal drugs
- Children and Young People are safe from maltreatment, neglect, violence and sexual exploitation
- Children and Young People have security, stability and are cared for

General Data Protection Regulation (GDPR), 2018

The General Data Protection Regulation (GDPR) is a legal framework that sets guidelines for the collection and processing of personal information of individuals within the [European Union \(EU\)](#). The GDPR sets out the principles for data management and the rights of the individual, while also imposing fines that can be revenue-based. The General Data Protection Regulation covers all companies that deal with data of EU citizens, so it is a critical regulation for corporate compliance officers at banks, insurers, and other financial companies. GDPR came into effect across the EU on May 25, 2018.

Moral and Values Framework

At Highfield we approach confidentiality within our moral and values framework and thus it is translated clearly and consistently into all areas of our working practices through:

- The curriculum content
- The teaching methods
- The relationships within the school

All adults working in our school

- Implement the Child Protection Policy.
- Encourage children to be open with their parents/carers.
- Must maintain professional standards of confidentiality about anything seen or heard within the school. (see practitioner code)
- Who has a concern about a child, but does not feel they know the child’s circumstances well enough to make a judgment about procedure, that adult should discuss their concerns with the child’s class teacher who will have greater knowledge of the child, at an appropriate place and time.
- Should adhere to and enforce the school’s procedures for the taking of and use of photographs and video recording in school.
- No child’s personal details will be given out over the telephone until the validity of the request has been ascertained via a returned call.
- Unconditional confidentiality should never be given.
- If an adult receives external information that leads them to believe there is a child protection issue, they could refer the information to the DSL.

Review Date	June 2023
Date Reviewed	June 2026

- Adults should be sensitive when discussing an individual child’s behaviour in the presence of another child.
- No adult should enter into detailed discussion about a child’s behaviour or academic progress with other children or their parents.

Governors’ Meetings

- Governors, in particular those sitting on personnel and discipline committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors must observe complete confidentiality, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors’ meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be confidential.

Social Networking

Posting Information - Users posting information or commenting on the centre in a professional capacity must adhere to the Acceptable Use of ICT, Mobile/Smart phones and Social Media Policy. If you are posting in a personal capacity, it is recommended that these behaviours are still followed. All staff should be mindful of their behaviour when using social networking.

Expected Behaviours

In any use of social media, users must meet the expected behaviours of council employees. Our policies on Data Protection, Acceptable Use of ICT, Mobile/Smart phones and Social Media Policy and our Practitioner and Governor Code of Conduct apply, and by setting up or participating in a social networking group as an employee, users agree to abide by these and any other relevant policies.

The expected behaviours of users are:

- When responding to postings in an official capacity, you must identify yourself as a representative of our centre.
- Any contributions made to social media sites should be professional and relevant, and uphold the reputation of our centre.
- Do not post any material or information that you do not have permission to share; and do not share information posted to an internal site with any individual or body outside, unless you have explicit authorisation to do so.
- Do not share confidential information about customers, other users, or post anyone’s personal information.
- Read, check and think about others before you post - don’t post anything offensive, libellous or inappropriate, or anything that might be interpreted as such.
- Postings must not breach our own and SCC Code of Conduct, equal opportunities or bullying and harassment policies.
- Do not use racist or inflammatory language on any social media sites.
- Any information shared on social networking sites is subject to copyright and data protection legislation, so do not post restricted, commercially sensitive or confidential information, even if the group, discussion or site is a private one.
- Photographs and other images taken for centre publications or web sites are the copyright of SCC and may not be reused on personal web sites. It is important if you are posting comments personally, and not in your role as a member of staff, that you do not act, claim to act, or give the impression that you are acting as a representative of the centre and you should not make reference to your place of work.

For example, linking to the centre or council’s web site for further information may give or reinforce the impression that you are representing the council.

Review Date	June 2023
Date Reviewed	June 2026

- Concerns about groups or specific content should be reported to the Head teacher in the first instance. Beyond this referral will be made to SCC Web steering group.

Information held about children

- Information about children will be shared with parents/carers but only about their child. Parents/carers will not have access to any other child's information and progress grades at any time. However, parents/carers should be aware that information about their child will be shared with the receiving school, if and when they change school.
- All personal information about children including social services records are regarded as confidential. The Headteacher will decide who will have access, and whether those concerned have access to all, or only selected information.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings, Social Care and Health Services will be kept securely.

In the room

- Age appropriate responses will be used where sensitive issues are to be addressed eg drugs education, sex and relationships education.
- All adults should not put pressure on children to disclose personal information and should be discouraged from applying any such pressure.
- All adults will remind children that some information they share in the classroom may need to be shared with other adults for their protection.
- Children will be reassured that, if information has to be shared, they will be informed first and then supported appropriately.
- If a child and his/her parent/carer wish to highlight an issue to a peer group then this will be carried out sensitively by the class teacher/Headteacher e.g. bereavement.

Dissemination of the Policy

All staff members, governors and adults working in the centre (including voluntary helpers) will receive a copy of this Policy.

A copy of the Policy is available from the school office

Monitoring and review

The Designated Safeguarding Lead will monitor the effectiveness of the Policy throughout the year in consultation with the governor with responsibility for child protection.