

Hazlewood Community Primary School

Confidentiality Policy

September 2024



**Hazlewood**  
**Community Primary School**

**Limitless Potential**

**Ignite Passion**

**Embrace Difference**

Mr. Stephane Bommel

Headteacher

Mr. Keith Oliver

Chair of Governors

## **Confidentiality Policy**

At Hazlewood Community Primary School, we prioritize a safe, secure, and trusting learning environment where all information concerning our students, families, and staff is managed with the utmost respect for privacy. We aim to protect confidential information while ensuring students' voices are heard and their best interests maintained. Our approach to confidentiality is rooted in professional integrity and aligned with safeguarding principles.

### Aims of the Policy

This policy aims to safeguard all personal information held by Hazlewood Community Primary School. We are committed to:

- Protecting the confidentiality of individuals, whether students, staff, or families, in all aspects of information handling.
- Providing clear guidance to staff, parents, and students regarding our confidentiality practices.
- Maintaining a balance between confidentiality and the necessity of sharing information for child protection, safeguarding, and well-being.

Specifically, we aim to:

- Establish consistent practices for handling sensitive information about students and families.
- Cultivate a school-wide culture of trust and respect.
- Reassure students that their best interests are a priority, encouraging open communication between students, staff, and parents.
- Ensure equal access and provision across cultural, gender, and special educational needs.
- Maintain transparent procedures for managing child protection issues.
- Set clear boundaries for classroom discussions on sensitive topics.
- Provide appropriate guidance regarding data-sharing practices and the role of health professionals within the school.

## **Confidentiality Guidelines**

### General Conduct

- Staff and students should only access documents with a legitimate purpose. Unauthorized access to information is strictly prohibited and will be managed with consideration of intent and information sensitivity.

- Personal login credentials (username/password) should not be shared with others except with explicit permission from the Head Teacher or Deputy Head.

### Handling Pupil Information

- Access: Pupil information is private and shared only with necessary staff members.

- Storage: Sensitive information, including medical and social service records, is securely stored in the office or digitally on CPOMS, accessible only via secure login.

- Protection: We have a designated safeguarding lead to handle child protection issues, ensuring all staff receive regular training on child protection.

### Sharing Information with Parents and Carers

- Parents have access only to records of their own child. Information regarding other students is strictly confidential.

- We encourage open dialogue between children and their parents. When necessary, we may support students in communicating concerns with their parents.

### Confidentiality in the Classroom

- Ground Rules: Staff establish clear guidelines for discussions on sensitive topics, ensuring respect for privacy.

- Handling Sensitive Issues: Information disclosed during classroom activities, even if widely known, should not be assumed shareable.

- Health Professionals: Health professionals working with students adhere to a separate confidentiality code. Staff access to medical information is limited to a need-to-know basis.

### Use of Student Images

- Photos of students are not used publicly without parental consent. In instances where photographs are necessary for events or projects, we ensure no identifying details are shared without explicit permission.

### Record-Keeping and Data Privacy

- Information about a child's academic progress or personal details is shared only with the child's parent or guardian.
- When students transition to another school, pertinent records are transferred securely.
- Parent and student contact information is only shared under exceptional circumstances, or when transferring to a new school.

### Staff and Governor Conduct

- Staff Confidentiality: Staff are expected to uphold confidentiality outside of school and avoid discussing school matters in settings unrelated to their professional roles.
- Governor Responsibilities: Governors may occasionally have access to sensitive information. Such materials are marked as confidential and securely managed. Discussions during meetings, especially concerning specific students or staff, should not be shared publicly.

### Confidentiality Statement

Our staff, students, and volunteers commit to maintaining confidentiality in all school matters. While conversations about students may arise informally among staff, we ask that they remain within the professional setting. Significant issues involving students are handled directly with families to prevent misunderstandings.

### Monitoring and Review

This Confidentiality Policy is reviewed annually as part of the school's policy monitoring cycle, with adherence to our Safeguarding Policy and Data Protection Statement in accordance with GDPR guidelines.

Last reviewed: September 2024