



Lamberhurst St Mary's CEP (VC) School

Confidentiality Policy

(Taken from the Cantium HR Select Code of Conduct, September 2020, and Tenax Staff Code of Conduct, Dec 2018)

(1st edition)

This policy will be reviewed every three years and at any other time if changes are required to comply with changes in legislation, regulation or national or KCC advice. Any amendments will require the approval of the full Governing Body. A copy is stored online in the Teacher Area of the school server.

Date of approval by Governing Body	17 May 2021
Signature of Chair of Governors	Peter Edgesmith
Signature of Headteacher	Caroline Bromley
Date Due for review	Summer Term 2024

Disclaimer

Kent County Council (KCC) and the leadership of Lamberhurst St Mary's Primary School make every effort to ensure that the information in this document is accurate and up to date. If errors are brought to our attention, we will correct them as soon as practicable. Nevertheless, KCC and its employees cannot accept responsibility for any loss, damage or inconvenience caused as a result of reliance on any content in this publication.

Lamberhurst St Mary's School staff may have access to confidential or sensitive information about pupils, colleagues or the business and operation of the school as part of their role and which may be highly sensitive or private in nature.

Reference to 'staff' in this document should be considered to also include all volunteers, supply and agency workers.

Such information must not be disclosed to any person who is not entitled to have access to this or legitimately needs it for work purposes and must be kept in a manner consistent with the school's Data Protection policy and the law.

Please refer to the school's Data Protection / Information Governance Policies.

Specifically, all staff must:

- Work in accordance with the requirements of the General Data Protection Regulation (2018) and associated legislation
- Observe the School's procedures for the release of information to other agencies and members of the public
- Not use or share confidential information inappropriately or for personal gain
- Not speak inappropriately about the school community, pupils, parents, staff or governors including discussing incidents, operational or employment matters with parents / members of the public
- Ensure all confidential data is kept secure and password protected

There are circumstances in which staff are expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated safeguarding responsibilities (the Headteacher, Deputy Headteacher, or in a case where the headteacher is suspected of abuse, the Chair of Governors). Should staff be in doubt about the appropriateness of sharing information they should seek guidance from the Headteacher.

Please refer to the school's Child Protection Policy.

Staff should not respond to any questions about pupils, incidents or any matters concerning school life if approached by parents, friends or acquaintances and should refer them to the class teacher, team leader or Headteacher. If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff.

Links with other school policies and practices:

This policy links with several school policies, practices and action plans including but not limited to:

- Child Protection policy
- Online Safety policy
- Relationship Education, Health Education (and Sex Education) policy
- GDPR and Data Protection policy
- Records Management Policy
- PSHE
- Anti-Bullying policy
- Behaviour and Discipline policy
- Whistle Blowing policy

Copies of these policies can be found in the school office and the Teacher Area of the school server and the school website.