



*'This is a GOOD school.
Teaching is good because
teachers know their pupils well'
(OFSTED 2015)*

CONFIDENTIALITY POLICY SUMMARY

This is a safeguarding school. Our work is guided by KCSIE 2016, part 1 of which must be read by all staff and volunteers who will also sign to agree to abide by this. The school's work with children and families also sometimes brings staff and volunteers into contact with confidential information. We respect confidentiality in the following ways:

Any concerns relating to a child's personal safety will be shared straight away with the named child protection officer who will decide on the appropriate course of action.

Parents may request access to the records of their own children but will not have access to information about any other child.

Staff and volunteers will not discuss individual children with anyone other than their parents, other than with colleagues in a professional capacity.

No comments or messages about pupils, staff or the school may be posted on any social networking site such as Facebook by anyone working or volunteering in the school.

On no account will information about a colleague be given to anyone other than a line manager.

Information given to the Head Teacher by carers or parents will only be shared with other staff on a need to know basis.

Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

The taking of photographs and videos of children at school will only be by staff using school equipment with the prior consent of parents. Parents who do not want their children's photographs to be used on the school website or in the press, occasional publicity or parish magazine are able to make this clear at annual Parents' meetings.

All governors of the school acknowledge that matters discussed in full governor meetings, in governor sub-committees or in discussions with members of staff are confidential and will not be shared.

All staff, governors, volunteers, students on practice or observation and people who work within the school building in any capacity will be advised of this confidentiality policy summary and are expected to observe it. Any breach of the school's confidentiality policy may result in dismissal.

Note This document forms part of the School's Safeguarding policy and procedures

www.btschool.co.uk

