



## West Winch Primary School

### Confidentiality Policy 2017

#### Statement of Intent

It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality provision at West Winch Primary School.

#### Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children.

#### Methods

To ensure that all those using - and working in – our school can do so with confidence, we respect confidentiality in the following ways. Parents can obtain access to the files and records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by parents with other members of staff, unless it is in the best interests of the child. Staff induction includes an awareness of the importance of confidentiality.

Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. Personal information about children, families and staff is kept securely on file whilst remaining as accessible as possible. Information about children and their families will only be shared with relevant outside agencies (such as the Police and Social Services) when it is deemed that a child is at 'significant risk' or due to 'exceptional circumstances.' The decision to share information will be at the discretion of the Head or Deputy Headteacher.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions. Whilst students are in school they are advised of our confidentiality policy and required to respect it. Please see also our policy on Safeguarding and Child Protection.

Adopted: Autumn 2017

Review: Autumn 2020

Heather Habbin - Chair of Governing Body