



Confidentiality Policy

This policy should be reviewed annually and as required by legislation.		
Action	Reviewer	Date
Review	AS	Jan 2026
Approved by Chair of COM	BDB	Jan 2026
Date for next internal review		Jan 2027

Introduction

In order to fulfil our duties towards the pupils in our care it is necessary for the school to keep records on them and their families. These records include personal details including names, contact details, medical information and attendance details. Most of this information is stored digitally online on iSAMs and Microsoft SharePoint, but some information is stored locally on school laptops and hard copies in folders. This personal data relates to pupils and includes information such as pupil names, addresses, medical information as well as images. Additionally, information related to job applicants, governors, staff, and volunteers is often stored within a school database and within staff files.

Some of this is special category data. All such data is confidential and is therefore carefully and efficiently protected at School.

This Policy is based on the following related legislation:

[The Education Act 2011](#)

[The Human Rights Act 1998](#)

[Freedom of Information Act 2000](#)

[General Data Protection Regulation](#)

Linked Policies:

Data Protection Policy UK GDPR

Safeguarding and Child Protection Policy

Anti-Bullying Policy

Whistleblowing Policy

Medicine Policy

Privacy Notices for Pupils, parents and staff

Behaviour Policy

Staff Induction Policy

ICT and Internet Acceptable Use Policy

Camera and Image Policy

As part of their induction, all staff, volunteers and students are asked to read and sign this policy before working in the school.



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Types of Information

Information that is regarded as confidential can relate to:

- Pupils
- Parents
- Staff
- Governors
- Job applicants

It can relate to a variety of matters:

- Home addresses and telephone numbers
- Conduct and performance
- Performance management
- Health Assessment Forms and medical details
- Next of Kin
- Qualifications
- Pay and contracts, bank details
- References
- Internal minutes, memos, emails etc
- Confidential budgetary or policy information
- Other personal information

These lists are not exhaustive but can be extended to cover any other information of a sensitive nature relating to employees, pupils and others connected with the school and to the work of the school.

Potential recipients of information

In the day-to-day running of the school, information may be requested by, supplied by, or passed to a range of people.

This might include:

- Internal colleagues
- Colleagues in other schools
- Management teams
- Pupils
- Governors
- Trade unions
- Parents
- Partner organisations (LA, DfE)
- Other external organisations
- The public
- The press



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- Contractors/potential contractors

Great care must be taken by both the recipient and the supplier of information to ensure that it is dealt with in a sensitive manner and stored securely before being disposed of or deleted.

Aims

- To maintain an ethos of trust within the School
- To protect the pupil at all times
- To give clear guidance to all members of the School about confidentiality
- To give staff confidence to deal with sensitive issues
- To ensure that the pupil and parents are reassured that, if confidentiality has to be broken, they will be informed first and then supported appropriately
- To ensure that if there are child protection issues then the correct procedure is followed (see our [Safeguarding and Child Protection Policy](#))

General Procedures

1. All information about individual pupils is private and is only shared with staff on a need to know basis.
2. All information pertaining to individual stakeholders (eg. from personal records, observations, meetings, day to day situations that arise within the school) is private and will only be shared with or made accessible to those who need to know in their professional capacity.
3. Information which relates to any individual stakeholder will never be posted or shared online through any means including all areas of social media (eg. Facebook, Twitter, Instagram). Staff, regular visitors and volunteers understand that this is a requirement during and after their time at our School and confirm this through signing a statement of confidentiality (Appendix 1)
4. Even when information appears to be widely known, it will not be assumed by those immediately involved that it is appropriate to discuss or share this information further
5. The School has a Designated Safeguarding Lead and Deputy at each site. Child Protection procedures are understood by staff and training is undertaken annually. with new members of staff being inducted by a Designated Safeguarding Lead.

Sharing Information

1. It is important that class teachers, peripatetic teachers and support staff are aware of some confidential matters in order to support individual pupils. Sharing of information between staff will be on a 'need to know' basis.
2. Staff, peripatetic teachers, work experience students, volunteers and members of the Council of Management will not discuss confidential information pertaining to individual pupils and their families with other parents, carers, their own family and friends, individuals, colleges or other agencies, at any time.
3. When volunteers, such as parents and friends of the school, are working in classes, they will not discuss educational matters including behavioural issues outside the classroom.
4. We ensure that parents have a right of access to any records the school may hold on their child, within legislative requirements. Parents do not have access to data pertaining to other pupils at any time. Information about pupils will also be shared with potential future schools



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and the receiving school when they move on.

5. It may be necessary for the school to seek advice from and work with advice from outside agencies. Outside agencies will only be consulted and referrals will only be made with the consent of the parents unless it relates to situations where the School's duty of care overrides confidentiality, such as our child protection obligations. The school will make any necessary identity checks on third parties before releasing or confirming information about a child. We will comply with information requests from other legitimate agencies such as the police and the local authority.
6. Photographs or videos of pupils may be used internally and externally unless parents choose to Opt Out of giving their consent for their child's images being used in this way. The school will adhere to the Camera and Image Policy, Privacy Notices and Data Protection Policy UK GDPR to ensure this sensitive data is stored securely and destroyed in line with the school's Information Retention Policy.
7. A pupil's first name only will be used in written references in public areas of the school in relation to sensitive information unless parents give written permission such as for the Medical Alerts List.
8. Unless in an emergency, only those identified on our school records as having parental responsibility will be contacted in relation to a pupil. Should there be any concerns about contacting parents/carers, this will be referred to the Designated Safeguarding Lead.
9. Staff performance management will be carried out in a private space and records kept confidentially, with access restricted to the colleague and the Senior Leadership Team.
10. All requests for information about the school or stakeholders by an outside agency or the media will be referred to the Headteacher for comment.

Keeping Information Safe

1. All personal information, where held digitally or on hard copies held safely and securely, only accessible to relevant staff.
2. Any sensitive correspondence to parents will be made initially either in person or on the telephone. Teachers will seek advice from SLT before sharing sensitive in with parents over email and documents may be password protected.
3. Logs of administration of medication to pupils will be held on iSAMs.
4. Parental consent will be sought before sharing confidential information pertaining to pupils with their class.
5. Visiting specialists such as The Speech and Language Therapist will email reports directly to parents. The therapist will give a copy of weekly session notes to the class teacher for information.
6. The school offices will be locked when not in use.

Recruitment and Induction

1. During the recruitment process, pupil's first names will be shared with candidates. Recruitment of any teaching or support staff may require the disclosure of information related to the child's area of need and the context of the child's learning environment. Issues related to the employment of staff, whether paid or unpaid, remain confidential to the people directly involved in the school's recruitment and vetting procedures.
2. Health professionals have their own code of practice dealing with confidentiality when



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working in a one-to-one situation. When working in a classroom they are bound by relevant School policies.

3. All staff, peripatetic teachers, volunteers, and work experience placements are advised of our Confidentiality Policy as part of their Induction.

Exceptional Circumstances in which information may be disclosed without consent

Disclosure of personal information without consent may be justified where failure to do so may expose a child to serious harm. Every effort should be made to gain consent, but the health and safety of the child has priority over the right to confidentiality. Exceptional circumstances include:

- Child protection: staff should adhere to the School's [Safeguarding and Child Protection Policy](#)
- Situations in which a pupil's health or well-being is in danger, for example, where a pupil shows signs of physical, emotional or sexual harm
- The prevention, detection or prosecution of crime
- There is a legal obligation to provide information when required to do so by a court or the police

Equal Opportunities

All pupil have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.

However, staff may need to discuss an individual case with a class or a group. For instance, it can support the inclusion of a child with Autism, if their peers are made aware of the condition and what to expect. Similarly, a child with visual impairment can be supported if his or her friends know how to look out for them in the playground. In such cases permission will be sought from the child and his or her parents.

This Policy was reviewed, amended and agreed by the Council of Management in January 2026. It will be reviewed again in January 2027.

Agreed by Brodie Bibby Chair of the Council of Management



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APPENDIX 1

All members of staff, peripatetic staff, work experience students and volunteers are required to sign the following statement relating to confidentiality.

I have read and understood the Confidentiality Policy and agree to adhere to this in my role at The Pupil's House, during my time at the school and after I have left.

I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.

I agree to only discuss information relating to The Pupil's House and its stakeholders on a 'need to know' basis as defined in this Policy.

I agree not to post or share information online through any means including all areas of social media (eg Facebook, Twitter, Instagram) which relates to any individual stakeholder.

I agree to refer to all requests for information by an outside agency or the media to the Headteacher of the school.

Signed

Name

Date

Role in School