

**[Revised and Adopted Spring 2020]**

**Confidentiality Policy**

All Staff are required to safeguard the confidentiality of information they have on any pupil, whether it lies in school records, is relevant information passed on by other members of Staff or any personal details disclosed by parents or children. There are clear guidelines set out in the Schools Policies on the publication of children’s images, contributions from pupils during lessons on Sex and Relationships and under the Child Protection Policy in cases of ‘disclosure’.

All Staff, Governors, and volunteers working in School are reminded of the importance of confidentiality over pupil details when they first enter the school.

School records for pupils should contain commentaries on pupils that are objective assessments or details that are statements of fact. Parents have the right to see all records of their children.

Contact telephone numbers or addresses should not be given out without first checking with the parent or members of Staff concerned, with the exception of Officers of the Lincolnshire Children’s Services acting in their official capacities.

Staff are alerted to cases where there is restricted access to a pupil by a parent, relative, or partner/ex partner of a pupil. They are also informed when appropriate of children categorised as ‘at risk’.

All Staff, Governors and volunteers working in the School are reminded of the importance of complete privacy of all School issues including the Internet and Social Networking sites and with immediate friends and family.

**I agree with the above Policy and have read the staff Code of Conduct Policy.**

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_