



HAWKESBURY CE VC PRIMARY SCHOOL

CONFIDENTIALITY POLICY

SAFEGUARDING - DUTY OF CARE AND CONFIDENTIALITY

Governors, staff and parents, carers and others whether paid or helping on a voluntary basis, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils. Failure to do so may be regarded as professional neglect.

Those working in school will have access to confidential information about pupils in order to undertake their every day responsibilities. In some circumstances they will be given highly sensitive or private information. Governors, staff, carers and others should never divulge confidential or personal information about a pupil or her/his family, the workings of the school, or a member of the school staff or use it for their own, or others' advantage (including that of partners, friends, relatives or other organisations).

Information must never be used to intimidate, humiliate, or embarrass the pupil. Equally, information about a child or young person and/or their family or other people working within the school, should never be used casually in conversation or shared with any person other than on a professional basis.

In circumstances where a child's identity does not need to be disclosed, information should be used anonymously. There are some circumstances in which they will be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, they have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

If they are in any doubt about whether to share information or keep it confidential they must seek guidance from a senior member of staff. Any media or legal enquiries should be passed to the Headteacher.

Teachers are automatically bound by the Teachers' Standards as set out by the Department for Education.

All Governors, staff and parents, carers and others whether paid or helping on a voluntary basis will sign and agree to the code of conduct (Appendix A)

Agreed by Governors at the Finance and Personnel Committee meeting on 11th November 2015 Agenda Item 12

Signed: Chair of Governors

Review Date: Autumn 2018

Equalities Impact Assessment: Completed



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CODE OF CONDUCT

As a member of this learning community you:

- Must regard all information you are party to about a child, parent/carer or colleague or workings of the school as strictly confidential.
- Must respond discreetly and professionally when dealing with a child, parent/carer or colleague.
- Must treat information you receive about colleagues and other members of staff in a discreet and confidential manner.
- Should seek advice from a senior member of staff if you are in any doubt about sharing information you hold or which has been requested of you.
- Need to be cautious when passing information to others about a child/young person.
- Need to know the procedures for handling allegations against staff, which is to report any concerns or allegations to the Head Teacher.
- Need to be familiar with local child protection and safeguarding arrangements.
The person with delegated child protection responsibilities in this school is the Acting Headteacher, Ed Riddington and in his absence Jemma Halstead, Acting Deputy Headteacher.

I, the undersigned, have read and agreed to abide by the code of conduct as detailed above.

Name:

Signed:

Date: