



Federation of Winklebury Infant and Junior Schools

Confidentiality Policy

1. Policy overview

The reason for the policy:

- To ensure that all sensitive and confidential information regarding both pupils and the school is only distributed in compliance with the confidentiality policy, as this may be detrimental if shared.
- To emphasise that all information held at the school about pupils and staff is confidential whether held electronically, as a hard copy or discussed.
- To emphasise other information about the school is confidential, for example financial matters or performance data.

2. Applicability

This policy applies to all staff, teaching and non-teaching, and governors. It also applies to such people that may occasionally visit or contribute to the school, such as voluntary helpers, supply and relief staff, curriculum providers and contractors.

3. Procedure

The terms of this policy:

- Staff and governors must not, under any circumstances, disclose information regarding any pupil to anyone outside the school except to other educational, health or Children's Services professionals on a need-to-know basis and with prior approval from the Head of Federation.
- Staff and governors must not, under any circumstances, disclose other confidential information about the school to anyone outside the school unless it is with the express consent of the Head of Federation.
- All information discussed in meetings is classed as confidential until such time as it is made formally public.
- Staff and governors should limit any discussion about confidential information only to those who need to know within the school.
- Staff and governors must take particular care that confidential information is correctly distributed when using e-mail. Should any information be received in error it must not be disclosed and must be returned to the sender.
- Information should only be transmitted on internet sites if they are secure and the sites are approved.
- Unsolicited information requests received through any means should always be validated and approved by a person's line manager.
- Staff who suspect a breach of confidentiality must inform their line manager or the Head of Federation as appropriate.
- Governors who suspect a breach of confidentiality must inform the Chair of Governors.
- Voluntary helpers, relief staff or visitors to the school who suspect a breach of confidentiality must inform the Head of Federation or Chair of Governors as appropriate.
- Any breach of confidentiality will be treated as a serious offence and may lead to suspension or dismissal.
- Staff and governors remain bound by the requirement to keep information confidential even if they are no longer employed by, or are associated with, the school.

I have read and understood the above policy and agree to comply with it.

Signed..... Date.....

Name Role.....

Date policy reviewed: September 2024

Policy produced/reviewed by: Mrs S Mathlin (Head of Federation) and FGB