



SILCHESTER CHURCH OF ENGLAND PRIMARY SCHOOL POLICIES AND PROCEDURES

Confidentiality Policy

Mission Statement: We aim to provide the highest quality of teaching and learning for all our children. We seek to create a Christian environment that is open, stimulating, safe and caring. We strive to value each individual and encourage attitudes of self-respect, responsibility and tolerance.

DATE ISSUED: November 2008

DATE LAST REVISED: July 2009

DATE OF NEXT REVIEW: July 2010

PURPOSE:

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 hardcopy or discussed.

Other information about the school is confidential (for example financial matters or performance data)

SCOPE:

This policy applies to all staff (teachers, LSAs, support staff, lunchtime staff and administration staff) and governors. It also applies to such other people that may from time to time visit or contribute to the school such as members of PTA, helping parents, supply teachers and contractors.

SIGNATURES:

..... (HEAD TEACHER)

..... (CHAIR OF COMMITTEE)



Procedure

The terms of this policy;

- Staff/governors must not under any circumstances disclose information regarding any pupil to anyone outside the school except to other educational, health or social services professionals on a need to know basis and with former approval of the headteacher.
- Staff/governors must not under any circumstances disclose other confidential information about the school to anyone outside the school unless with the express consent of the headteacher.
- All information discussed in meetings is classed as confidential, until such time as 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 not incorrectly distributed when using email. Should any information be received in error, it must not be disclosed and should be returned to sender.
- Information should only be transmitted on internet sites if they are secure and approved sites.
- Unsolicited information requests received through any means should always be validated and approved by the line manager.
- Staff who suspect a breach of confidentiality. must inform their line manager or Headteacher as appropriate.
- Governors who suspect a breach of confidentiality must inform the Chair of governors.
- Any breach of confidentiality will be considered 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 associated with the school.

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

Signed.....

Date.....

Name.....
(print)

Capacity.....