



## **Langton Primary School**

### **Confidentiality Policy**

**Adopted by: Full Governing Body  
Summer2 2019**

**Review date: Summer2 2022**

Langton Primary School seeks to provide a safe and secure learning environment for our pupils by:

- protecting our children at all times
- providing consistent messages in school on handling information about children
- giving all staff clear guidance as to their legal and professional roles
- ensuring good practice throughout school which is understood by pupils, parents and staff
- ensuring that parents have a right of access to any records the school may hold on their child, but not those of any other child
- fostering an ethos of trust within the school.

### **Guidelines**

1. All information about individual children is private and should only be shared with staff on a 'need to know' basis.
2. All social services, medical and personal information about a child will be held in a secure place which cannot be accessed by individuals other than school staff.
3. The school prides itself on good communication with parents and staff are always available to talk to both children and parents about any issues that are causing concern.
4. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
5. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as PSHE sessions.
6. Health professionals have their own code of practice for dealing with confidentiality. Staff are aware of children with medical needs with details being available to staff but not on general view.
7. On the school website photographs of children will only be identified with parental permission.
8. Information about individual children will be only be shared with their parents. Parents will not have access to any other child's books, marks or progress data at any time.
9. Information about pupils will be shared with the receiving child when they change school.
10. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances, or to a receiving school.
11. Governors understand that any information they receive regarding members of staff or pupils is confidential.
12. No information regarding pupil, parents or staff will be taken off the school premises unless it is stored safely