



Marlow Church of England Infant School

Confidentiality Policy

2023

Rationale

At Marlow Church of England Infant School our curriculum aim is to inspire learning and ignite curiosity, within a welcoming Christian and spiritual community.

This bible verse above underpins our Christian vision. It tells us that every individual is created in God's image and so this leads us to conclude that everyone is precious and valuable. As a result of this we focus on treating everybody with respect and dignity because we acknowledge their God given value and unique identity.

To help us achieve our vision we concentrate on:

- Embracing the uniqueness of everybody and being inclusive of all
- Empowering all to be enthusiastic learners
- Ensuring that every child feels nurtured, supported and safe
- Enriching learning through progressive teaching methods and technology
- Being responsible to and for society
- Being good citizens of the planet
- Embodying a Christian and spiritual community
- Being guided by our values of respect, kindness, perseverance, forgiveness, thankfulness and service

As a school we support the rights of children and these rights are encompassed in UN Convention of the Rights of the Child. This policy focuses on helping to realise *Article 19: "All children have the right to be protected from being hurt and mistreated, in body or mind"* and *Article 28: All children have the right to a good quality education"*.

Aims and Objectives

This policy provides guidance and information on confidentiality procedures in the school. It applies to all persons that work in, volunteer in, or visit our school. This includes:

- permanent, temporary and supply staff
- other teachers such as music, language, and sports' teachers
- academic or behavioural advisers
- all volunteers
- governors
- regular visitors.

Policy Statement

This school respects every individual and family's right to privacy. In order to protect confidentiality, while understanding the restrictions on confidentiality imposed by Child Protection requirements, the following should be noted:

All persons to whom this policy applies:

- should keep confidential any information about a pupil, staff member, or parent/carer/family of a pupil that they have gained when working in the school or with pupils or staff. Such information includes, for example, information about:
 - medical needs
 - special educational needs or disability
 - home circumstances

- academic achievement
- pupils' work
- pupil or staff behaviours
- specific acts of pupil misbehaviour or discipline
- This information may have been gained by any contact with the school, for example
 - in meetings in the school
 - by working with pupils or staff
 - on school trips
 - by walking through or being present in the school.
- Should note that discussion of the information is allowed, where relevant, with staff, governors, or other appropriate professionals involved with the development or welfare of the pupil, staff member or governor concerned. The Headteacher may be consulted to determine who that professional should be, if this is not clear.
- Should be clear that any gossip is unacceptable.
- Should be made aware of the school's Child Protection Policy, and understand that there is some information that if disclosed cannot be kept confidential.

No person to whom this policy applies:

- should discuss the behaviour or academic performance of any particular pupil (a) with any other pupil, or with any other pupil's parent or carer or (b) in the presence of any other pupil or any other pupil's parent or carer.
- should require another person to answer a personal question or disclose any personal details.

Staff and governors should:

- deal with performance management and disciplinary matters of pupils and staff in a private setting.

Any breach in confidentiality may result:

- **for staff:** in instigation of formal disciplinary proceedings.
- **for governors:** in dismissal from the governing body.
- **for volunteers or visitors:** in review of admission into the school building during the school day.

I have read this Confidentiality Policy and understand how I am required to act to maintain confidentiality according to this policy.

Signature: _____

Print Name: _____ Date: _____