

Osbaston Church in Wales School

Confidentiality Policy

Policy agreed	September 2026
Policy review date	September 2028

Confidentiality Policy

1. Introduction

The safety, well-being and protection of our pupils are the paramount consideration in all decisions made by staff at Osbaston Church in Wales School. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' well-being and safety.

It is an essential part of the ethos of our school that trust is established to enable pupils, staff, Governors and parents/carers to seek help both within and outside the school and minimise the number of situations when personal information is shared. This is necessary to ensure pupils and staff are supported and safe and that parents are confident that all details of their child's education, behaviour and welfare in school are kept confidential.

Sharing information unnecessarily is an erosion of trust. School staff, Governors and parent volunteers must be mindful that they are placed in a position of trust by all stakeholders and there is an expectation that a professional approach will be adopted at all times.

Everyone in the school community needs to know the limits of confidentiality that can be offered so they can make informed decisions about the most appropriate person to talk to about any personal issue they want to discuss. Pupils, parents and School Staff or Volunteers have the right for information about them to be kept confidential. However, if information raises child protection and safeguarding issues then it must be disclosed.

2. Responsibilities

School Staff, Governors or Volunteers may:

- have access to pupils' work, performance, records and details of personal and home circumstances, and an awareness of children's' attitudes and behaviour during the school day;
- have access to staff information and details of a personal and highly sensitive nature;
- have access to confidential information regarding wider school issues;
- be subject to the disclosure of information in connection with child protection issues (see paragraph 4), such information is, and must be kept, confidential. Information about individual children will be shared with those school staff or in exceptional circumstances, Governors who need to know.

School Staff, Governors or Volunteers **must not**:

- discuss children's work, achievements, ability, records or personal information outside of school. Parents should always be encouraged to come into school to discuss their child's work or behaviour with the class teacher or Head teacher. School teaching staff should accommodate requests by parents for information or a discussion about their child but such conversations should only be held in school at an appropriate time and in a location where the conversation cannot be overheard;
- discuss a pupil's progress, behaviour or welfare in school without the class teacher's approval and full knowledge

If a member of the School Staff, Governing Body or Volunteer is approached by a parent or family member of a pupil outside school with a view to entering a discussion about children's work or behaviour in school, they must advise the parent or family member that they cannot discuss such issues and advise them to contact the child's class teacher or the Head teacher instead.

All social services, medical and personal information about a child is kept in a secure location in the school office/ Head teacher's office and can only be accessed by authorised members of school staff.

3. Disclosure of information

Parents should be aware that relevant information about their child will be shared with the receiving school when they change or seek to change school. Personal information about a child may also be shared with the Local Authority, outside agencies or specialist advisers, including the Additional Learning Needs Coordinator), all of whom are working to support the child.

Addresses and telephone numbers of parents and children will not be disclosed unless there are exceptional circumstances or to pass information to a receiving school.

4. When confidentiality should be broken and procedures for doing this

Our Safeguarding Policy details the procedures for identifying and reporting cases, or suspected cases, of abuse and what to do if a child tells you that someone has abused them. Staff and Governors have a responsibility to share relevant information about the protection of children with the designated

statutory agencies. It is important that any disclosures of information are dealt with sensitively and that the child is told that the appropriate people who can help them must be informed.

This policy was written by the Headteacher in consultation with the Governing Body in September 2026 and will be reviewed in September 2028.

CONFIDENTIALITY AGREEMENT:

I have read and agree to comply with the school's policy on confidentiality.

Staff - I have read and agree to comply with the school's policy on confidentiality and understand that if I breach the policy this will result in the School's Disciplinary Policy being invoked

Governors - I have read and agree to comply with the school's policy on confidentiality and understand that if I breach the policy it may result in my suspension for up to six months or removal from the Governing body.

Volunteers - I have read and agree to comply with the school's policy on confidentiality and understand that if I breach the policy as a Volunteer this will result in me being unable to volunteer at the school on any further occasions.

Signed: …….

Print name: …….

Job title or role: …….

Date: ……..