



South Hykeham Community Primary School

Wath Lane, South Hykeham

Lincoln LN6 9PG

Telephone/Fax: (01522) 681919

Headteacher: Mr John Richardson BSc (Hons) P.G.C.E.

South Hykeham Primary School Confidentiality Policy

Aim

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents and staff.

Rationale

South Hykeham Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. Confidentiality is central to this aim. Our school is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.

Sharing information unnecessarily is an erosion of trust.

The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Objectives:

1. To provide consistent messages to staff about handling information about children once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To reassure pupils that their best interests will be maintained.
5. To encourage children to talk to their parent where appropriate.
6. To ensure that pupils and parents know that school staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
8. To ensure that if there are child protection issues then the correct procedure is followed.



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9. To ensure that confidentiality is a whole school responsibility.
10. To understand that health professionals are bound by a different code of conduct.
11. To ensure that parents have a right of access to any records the school may hold on their child but not to records of children other than those for whom they have parental responsibility.

Guidelines

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All children services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff who have been authorised by the Head or in his / her absence the Deputy Headteacher apart from details of asthma and epipen medication which is kept in the Staff room for ease of access.
3. The school promotes a positive ethos and respect for the individual:
 - a) The school has appointed a Designated Safeguarding Lead (D.S.L.) who receives regular training.
 - b) There is clear guidance for the handling of safeguarding incidents. All staff have regular training on safeguarding issues.
 - c) There is clear guidance for procedures if a member of staff is accused of abuse.
 - d) Staff are aware that effective sex and relationship education, which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a safeguarding issue.
 - e) Staff are aware of the need to handle all issues in a sensitive manner.
 - f) Any intolerance about gender, faith, race, culture or sexuality is unacceptable. Any such breach may invoke use of the school's disciplinary policy.
 - g) Information collected for one purpose should not be used for another.
4. Parents and children need to be aware that the school cannot guarantee total confidentiality and that the school has a duty to report safeguarding issues.
5. The school prides itself on good communication with parents and staff are always available to talk to both children and parents about issues that are causing concern. The school encourages children to talk to parents about issues causing them concern and may in some cases support the children to talk to their parents. The school would share with parents any safeguarding disclosure before going on to inform the correct authorities, unless it was deemed that doing so would put the child at risk.
6. Parents and children should feel reassured that only in exceptional circumstances that confidentiality will be broken.
7. All children have a right to the same level of confidentiality irrespective of gender, race, faith, sexuality, medical conditions and special educational needs. A lot of data are generated in schools by these categories but individual children should not be able to be identified.
8. The school has appointed a senior member of staff as Designated Safeguarding Lead. Safeguarding procedures are understood by staff and training is undertaken termly for all staff.



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9. Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as PSHE sessions dealing with sensitive issues. Strategies are in place and all children are aware of them for dealing with sensitive information which may fall outside the boundaries of safeguarding procedures. The school needs to be proactive so children feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

10. Health professionals have their own code of practice for dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents and children.

11. Photographs of children should not be used without parents' permission especially in the press and on the internet. At no time should the child's name be used with a photograph at school so that they can be identified. Children's photographs should not be used in a medical room identifying their medical need. The school gives clear guidance to parents about the use of phones, cameras and videos during public school events.

12. Information about children will be shared with parents but only about their child.

a) Parents should not have access to any other child's books, marks and progress grades at any time especially at parents' evening.

b) However parents should be aware that information about their child will be shared with the receiving school when they change school.

c) All personal information about children, including children's services' records, should be regarded as confidential.

d) It should be clearly understood by those who have access to it, whether that access is partial or full.

e) Information regarding health reports such as speech therapy, medical reports, SEND reports, SEND minutes of meetings and children's services minutes of meetings and reports will be circulated in envelopes and once read should be returned for secure filing.

f) Logs of administration of medication to children should be kept secure and each child should have their own individual log.

g) In all other notes, briefing sheets etc, a child should not be able to be identified.

h) Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

13. Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at Governors' Meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.



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Monitoring and Evaluation

1. The policy will be reviewed as part of the school's monitoring cycle.
2. The PSHE scheme of work, Sex and Relationship Policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.
3. The Headteacher has responsibility for monitoring this policy. Following any curriculum monitoring a positional statement is written which contributes to the School Improvement Plan.

Conclusion

South Hykeham Primary School has a duty of care and responsibility towards pupils, parents and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

Monitoring and Review

This policy will be reviewed every three years and its implementation monitored by the Senior Management Team.

Chair of Governors

Date : February 2026

Review: February 2030



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