



St Martin and St Mary C of E Primary School

STAFF AND VOLUNTEER CONFIDENTIALITY POLICY

Approved by	
Name:	Rev. James Richards
Position:	Staffing & Finance Committee Chair
Signed:	<i>James Richards</i>
Date:	27th January 2022
Proposed Review date:	3 yearly – January 2025

REVIEW SHEET

Each entry in this table summarises the changes to this policy and procedures made since the last review (if any).

Version Number	Version Description	Date of Revision
1	Original	January 2020
2	Updates	January 2022

If you require this document in another format; i.e. easy read, large text, audio, Braille or a community language, please contact the school office.

Tel: 015394 43622

Mail: admin@windermere.cumbria.sch.uk

Our School Vision and Values

As a Christian school, St Martin and St Mary is an inclusive and happy community; nurturing confidence, a thirst for learning and resilience in a safe loving environment. Our priority is developing the whole child spiritually, emotionally, physically and academically to live the most rewarding life.

'Life in all its fullness' John 10.10

Our school values are at the core of everything we do. They underpin our teaching and learning, and provide an environment which prepares our pupils as confident, happy citizens. The aim of this school is to provide a rich, broad and balanced education within a caring and stimulating Christian environment, serving the whole school community. To create an environment in which learners are encouraged to fulfil their potential and make a positive contribution to their society.

At St Martin and St Mary these are the Christian values that are the most important for our school. These values help make our school a great place to be.

Friendship Love Forgiveness Trust Honesty Faith

Our vision and values underpin our interactions and the way we treat and respect everyone we encounter in school. Children and adults need to feel safe, valued, respected and protected as they learn and as they play.

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Statement of intent

This policy guides staff, volunteers and visitors on the policy and procedures surrounding confidentiality. Staff members take a supportive and accepting attitude towards pupils as part of their general responsibility for pastoral care. It is our hope that both pupils and parents/carers feel free to discuss worries about St Martin and St Mary CE Primary School, and concerns that may affect the educational progress of a pupil, with members of the school team. This policy will be abided by at all times by staff, volunteers, visitors, pupils and parents/carers. In order to ensure the utmost level of safety for pupils, staff members at St Martin and St Mary CE Primary School have a duty to act in accordance with this policy and not share information with external agencies, other schools or individuals. The Staff and Volunteer Confidentiality Policy has the following benefits, it:

- Ensures that important information regarding the school is not shared.
- Guarantees that financial information stays confidential and secure.
- Helps to build trust amongst staff, volunteers and external agencies.
- Supports the school's safeguarding policy and procedures.

1. Legislative framework

This policy has due regard to statutory legislation including, but not limited to, the following:

- The Education Act 2002
- The Crime and Disorder Act 1998
- Data Protection Act 1998
- The Human Rights Act 1998
- The Freedom of Information Act 2000
- The Equality Act 2010
- This policy is compliant under the following case law:
- The Common Law Duty of Confidentiality

This policy also has due regard to guidance documents including, but not limited to, the following:

- DfE 'Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015'
- DfE 'Keeping Children Safe in Education' 2021
- DfE 'Working together to safeguard children 2015'

This policy is intended to be used in conjunction with other school policies.

2. Roles and responsibilities

All staff members, volunteers and individuals working in cooperation with St Martin and St Mary CE Primary School will uphold their responsibility and duty of confidentiality, ensuring that information and personal details are not shared or discussed with others, except for the appropriate necessary bodies.

Visitors, volunteers and other professionals, such as healthcare professionals, will work within the same boundaries of confidentiality as all staff members.

Staff members and volunteers alike, have the responsibility of keeping information regarding the school, including its pupils and parents/carers etc., confidential. This information will under no circumstances be shared, unless it is in the best interest of the school or its pupils.

All staff members, volunteers and external agencies will treat any information regarding the management and finance of St Martin and St Mary CE Primary School as confidential, and therefore this information will only be shared with necessary and appropriate external individuals.

Members of staff, volunteers, visitors, external parties and other agencies will always seek advice from a practitioner at St Martin and St Mary CE Primary School if there is any doubt over sharing the information concerned, without disclosing any identifiable information where possible.

3. Confidentiality and child protection

All staff and volunteers will follow the child protection policy and if they are not sure of something to discuss with either the designated safeguarding lead or deputy

At St Martin and St Mary CE Primary School, the headteacher (designated safeguard lead) or deputy safeguard lead is to be informed of all incidents regarding child protection concerns which are highlighted by a volunteer, parent/carer or other external party to the school.

Staff members are contractually obliged to immediately inform the headteacher of any concerns regarding a pupil's safety or welfare.

4. Sharing information

St Martin and St Mary CE Primary School takes the stance that all information about individual pupils is private and should only be shared with other professionals who have a legitimate need to know.

Under no circumstances will personal information about pupils, staff members or St Martin and St Mary CE Primary School be passed on indiscriminately.

- Under no circumstances will information regarding the school's finances be shared with anyone, other than those with a legitimate need to know.
- If members of staff, volunteers or cooperating external parties share unsuitable or misrepresented information, St Martin and St Mary CE Primary School withholds the right to take the appropriate civil, legal or disciplinary action.
- The safety and protection of pupils, as well as St Martin and St Mary CE Primary School, is the paramount consideration in all confidentiality decisions.
- External visitors will be made aware of the Staff and Volunteer Confidentiality Policy and act in accordance with it when dealing with information, particularly sensitive information, regarding St Martin and St Mary CE Primary School, its pupils and parents/carers.
- All data will be processed and held in line with the school's Data Protection Policy.

5. Breaking confidentiality

When confidentiality must be broken because a child may be at risk of harm, in accordance with the school's Child Protection Policy, St Martin and St Mary CE Primary School will ensure the following:

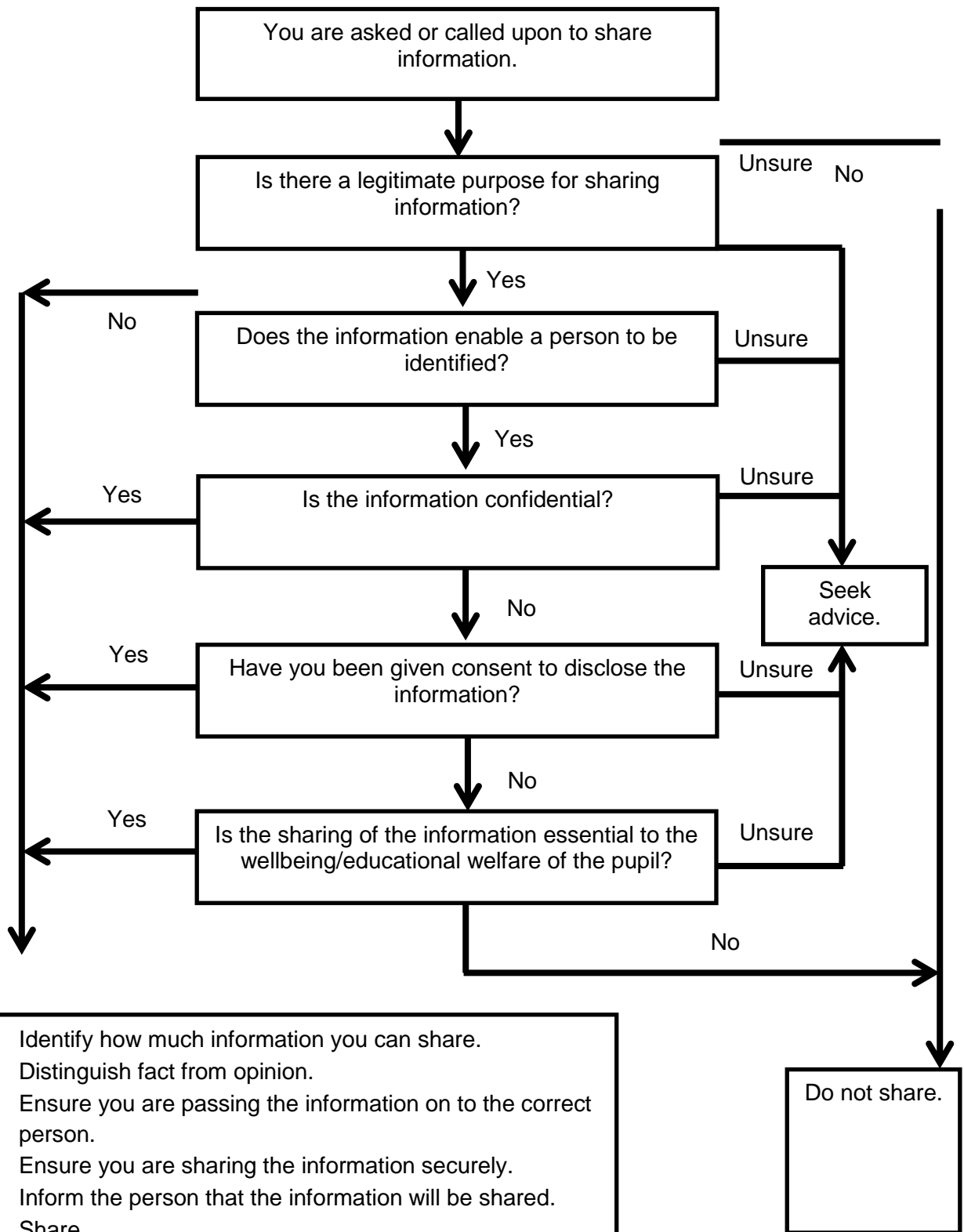
- Pupils are told when and to whom information has been passed on
- If confidential information is shared with the consent (implied or explicit) of the individuals involved, and they are informed of the purpose of sharing the information in question, there will be no breach of confidentiality or of the Human Rights Act 1998.
- In the event that consent for sharing confidential information is not gained, an individual will satisfy themselves that there are reasonable grounds to override the duty of confidentiality in these circumstances before sharing the data.

St Martin and St Mary CE Primary School recognises that overriding public interest is a justifiable reason to disclose information; however, permission from the headteacher will be sought prior to disclosing any information regarding the school.

Staff should act in accordance with the school's Whistleblowing Policy.

Staff in breach of this policy may face disciplinary action, if it is deemed that confidential information was passed on to a third party without reasonable cause.

Appendix A – Information Sharing Flowchart



- Identify how much information you can share.
- Distinguish fact from opinion.
- Ensure you are passing the information on to the correct person.
- Ensure you are sharing the information securely.
- Inform the person that the information will be shared.
- Share.

- Notes**
- If there are child protection concerns, follow the relevant procedures without delay.
 - Always seek advice if you are unsure whether to share information.