



St. Lawrence Church of England
Primary School

CONFIDENTIALITY POLICY

SEPTEMBER 2026

Approved by: David Oludotun Fasanya (Chair of Governors)

Last reviewed on: September 2026

Next review on: September 2027

Christian Vision

At St. Lawrence Church of England Primary School, we are committed to creating a culture of trust, respect and care where every child is valued as a unique child of God. We recognise that children, families, staff and governors place their trust in us to handle information responsibly and sensitively. Through our commitment to safeguarding, confidentiality and professional integrity, we seek to ensure that all members of our school community feel safe, respected and supported.

1. Aims

This policy aims to:

- Safeguard and promote the welfare of all children.
- Ensure that information is managed appropriately, securely and lawfully.
- Provide clear guidance for staff, governors, volunteers and visitors regarding confidentiality.
- Promote an ethos of trust between pupils, staff, parents and carers.
- Ensure compliance with safeguarding and data protection legislation.
- Clarify the circumstances in which confidential information may need to be shared.
- Support effective partnership working with parents, carers and external agencies.

2. Legal Framework

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE)
- Working Together to Safeguard Children
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- School Safeguarding and Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct

3. Principles of Confidentiality

At St Lawrence Church of England Primary School:

- Information about pupils, families and staff will be treated with respect and sensitivity.
- Information will only be shared on a "need to know" basis.
- Confidential information will be stored securely.
- Information will only be used for the purpose for which it was collected.
- Staff must never discuss confidential matters in public places or with individuals who do not have a legitimate reason to know.
- Confidentiality applies to written records, verbal discussions and electronic communications.

4. Safeguarding and Confidentiality

The welfare of the child is paramount. All staff, governors, volunteers and visitors must understand that they cannot promise absolute confidentiality to a child. Where a child discloses information that raises concerns about their safety or wellbeing, staff must explain sensitively that the information may need to be shared with the Designated Safeguarding Lead (DSL) in order to help keep the child safe.

Where safeguarding concerns arise:

- Information will be shared with the Designated Safeguarding Lead.
- Decisions regarding information sharing will follow statutory safeguarding guidance.
- Information will only be shared with relevant professionals and agencies where necessary.
- Parents will normally be informed, unless doing so could place a child at increased risk of harm.
- The safety and best interests of the child will always be the primary consideration.

5. Designated Safeguarding Lead

The school has appointed a Designated Safeguarding Lead (DSL) who is responsible for safeguarding and child protection matters. The DSL and Deputy DSLs receive appropriate safeguarding training and updates in accordance with statutory requirements. All safeguarding concerns must be reported immediately to the DSL or a Deputy DSL.

6. Working with Parents and Carers

We value positive relationships with parents and carers and aim to communicate openly wherever possible. Parents and carers should be aware that:

- School staff cannot offer unconditional confidentiality.
- Information about their child may need to be shared where safeguarding concerns exist.
- The school may seek advice from appropriate professionals where concerns arise.
- Information concerning other pupils cannot be shared.

The school will always seek to work in partnership with families wherever it is safe and appropriate to do so.

7. Information Sharing

Effective safeguarding and support for children sometimes requires information sharing between professionals. The school may share information, where appropriate, with:

- Children's Social Care.
- Health professionals.
- Police.
- Early Help services.
- Educational psychologists.
- Local authority services.
- Other schools and educational settings.

Information sharing will always be proportionate, relevant, necessary and lawful.

8. Data Protection and Records

The school processes personal information in accordance with UK GDPR and the Data Protection Act 2018. The school will:

- Store confidential information securely.
- Restrict access to authorised personnel.
- Retain records in accordance with statutory requirements.
- Securely dispose of records when they are no longer required.
- Report any data breaches in line with legal requirements and school procedures.

Parents have rights regarding personal information held about their child, including the right to request access to records, subject to legal exemptions.

9. Electronic Information

Electronic records must be treated with the same level of confidentiality as paper records.

Staff must:

- Use secure school systems.
- Keep passwords confidential.
- Lock devices when not in use.
- Share information using approved school systems only.
- Follow all requirements of the school's Online Safety Policy and Staff Code of Conduct.

Confidential pupil information must never be stored on personal devices without authorisation.

10. Staff, Governors, Volunteers and Visitors

All adults working in school are expected to maintain confidentiality.

They must:

- Respect the privacy of pupils, families and colleagues.
- Avoid discussing confidential matters outside school.
- Follow school policies relating to safeguarding and data protection.
- Report any breaches of confidentiality immediately.

Governors may access confidential information as part of their role but must maintain strict confidentiality at all times.

11. Classroom Practice

Teachers may discuss sensitive topics as part of the curriculum.

Ground rules will be established to:

- Promote respect and inclusion.
- Protect pupils' privacy.
- Encourage appropriate discussion.
- Help pupils understand when information may need to be shared to keep someone safe.

Pupils should never be encouraged to disclose personal safeguarding concerns in a public forum.

12. Photographs and Images

Photographs, videos and other images of pupils will only be used in accordance with parental permissions and school procedures. The use of photographs and recordings will comply with data protection legislation and the school's Online Safety Policy.

13. Equality

The school is committed to ensuring that all pupils, families and staff are treated fairly and respectfully regardless of age, disability, race, religion or belief, sex, gender reassignment, sexual orientation, pregnancy or maternity, or marriage and civil partnership status. Confidentiality arrangements will be applied consistently and equitably to all members of the school community.

14. Monitoring and Review

The Governing Board will monitor the implementation of this policy. The policy will be reviewed every two years, or sooner if changes in legislation, guidance or school practice require it.