CONFIDENTIALITY AGREEMENT POLICY

Our Vision
We are committed to quality teaching and learning in a positive and compassionate and Christian atmosphere where everyone within the school community is valued as an individual.

We expect everyone to, 'Treat others as you want them to treat you.' (Matthew 7:12).

We have high expectations of all and strive to provide a safe, challenging, exciting and stimulating environment where everyone can flourish spiritually.

Our Values
To ensure the safety of our pupils, staff and visitors through our school values:

- Respect – by respecting the confidentiality of our pupils and families to ensure the safety and wellbeing of our whole school community
- Compassion – by considering the needs of the whole school community, expecting everyone to look after each other and keep each other safe
- Creation – creating a safe and secure environment which allows children to thrive and flourish
- Perseverance – following our safeguarding policy and procedures at all times, ensuring a safe inclusive environment for all
- Service – by building trusting relationships with children and the whole school community as we serve to help keep everyone safe

Aims
The primary aim of this policy is to ensure the safety, wellbeing and protection of our pupils and staff.

This policy also aims to:

- Ensure that the school's approach to confidentiality is clearly understood and that there is trust in the boundaries of confidentiality operating within the school
- Allow children and adults in school to enjoy privacy from gossip
- Enable the school to be fair to all members of its community
- Ensure compliance with data protection legislation and safeguarding requirements

Rationale

At Willaston Church of England Primary School we believe that:

- The safety, wellbeing and protection of our pupils are the paramount considerations in all decisions staff make about confidentiality
- The appropriate sharing of information between school staff is an essential element in ensuring our pupils' wellbeing and safety
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns
- Everyone in the school community needs to know that no-one can offer absolute confidentiality
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to

Guidelines

In practice there are very few circumstances where absolute confidentiality can be offered in a school. We strive to strike a balance between ensuring the safety, wellbeing and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it, and ensuring that when it is essential to share personal information, child protection procedures and good practice are followed.

Against this background, we adhere to the following guidelines:

Staff Responsibilities

- Staff will not discuss details of individual cases arising in staff meetings with any person without a direct professional connection to and interest in the welfare and education of the individual concerned
- Staff will not enter into detailed discussions about a particular child's behaviour with other children or their parents/carers
- Class teachers and support staff who are made aware of confidential matters in order to support individuals will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned
- Staff appraisal will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be securely stored. A copy will also be held by the person to whom the information pertains

Governing Body Responsibilities

- At full governing body meetings, matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the headteacher's report under Part 2 (confidential). This is not for the knowledge of persons outside the governing body meeting. Matters in Part 2 are minuted separately and minutes are not published. Information in Part 2 can only be access via a secure password
- Governors, in particular those sitting on discipline committees, will not divulge details about individuals (whether staff, families or individual children) to any person outside of the meeting

Volunteers and Visitors

- Parents working as volunteers in the office, classrooms, or as part of school groups will not report cases of poor behaviour or pupil discipline to other parents. This allows teachers to deal with such matters in line with school policy and, on occasions, to allow children to put the matter right without the direct involvement of their parents
- When volunteers such as parents and friends of the school are working in classes (e.g. Forest School and Reading Rangers) they must not discuss matters outside of the classroom
- Volunteers, students and supply teachers must read this policy before working in school

Child Protection and Safeguarding

- Matters of child protection are made known to staff on a need-to-know basis, in line with our safeguarding policy and Keeping Children Safe in Education (KCSIE) 2025
- All staff must understand their duty to share information appropriately when there are safeguarding concerns

Electronic Transfer of Data

- Appropriate procedures and protocols are always followed to ensure safe and secure transfer of pupil, staff, family and school data between Willaston CE Primary and agencies and other schools
- Database transfer software is password protected
- All data handling complies with UK GDPR and Data Protection Act 2018 requirements

Inclusion

Where it is deemed that discussing an individual case with a class or group will support the inclusion of that child, permission will be sought from the child and their parents or carers prior to any such discussions taking place.

Data Protection

This policy operates alongside our Data Protection Policy. All personal information will be handled in accordance with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

Staff must ensure that personal information is:

- Processed lawfully, fairly and transparently
- Collected for specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary
- Accurate and kept up to date
- Kept securely and only for as long as necessary

Training and Awareness

- All staff will receive training on confidentiality as part of their induction
- Regular updates will be provided through staff meetings
- This policy will be reviewed annually with all staff
- Governors will receive training on confidentiality requirements relevant to their role

Monitoring and Review
This policy will be reviewed annually by the governing body, or sooner if required by changes in legislation or guidance.

Policy approved by Governors: March 2026

Signed:



Next review date: March 2027

Related Policies
This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Whistleblowing Policy
- Records Management Policy

WILLASTON CE PRIMARY SCHOOL PARENT/VOLUNTEER HELPER PROTOCOL

Our Promise to You

At Willaston CE Primary School we promise to:

- Train you in any skills needed to carry out your role
- Explain tasks carefully and provide clear guidance
- Share relevant school policies with you, including:
    - Code of Practice for Volunteers
    - Behaviour Policy
    - Confidentiality Policy
    - Safeguarding Policy (summary)
    - Whistleblowing Policy (summary)
- Ensure that children working with you behave appropriately
- Treat you with respect and care, and expect children to do the same
- Share relevant information about children with you on a need-to-know basis
- Give you advance notice if plans change and we don't need you
- Treat anything you tell us with complete confidentiality
- Carry out appropriate pre-employment checks, including DBS checks where required The Key Leaders

We Promise Never To:

- Expect you to deal with difficult or challenging behaviour alone
- Ask you to carry out a task without explaining it first
- Share information with you that is not necessary for your role

Signed: _____ Date: _____

Name: Mr Graham Position: Headteacher

Your Promise to Us

Name: _____

I promise to:

- Follow the school's Code of Practice for Volunteers, Confidentiality Policy, Behaviour Policy, Safeguarding Policy and Whistleblowing Policy
- Inform the teacher of any inappropriate behaviour
- Treat any information about children, families or staff with total confidentiality
- Let staff know as soon as possible if I can't attend – this may affect the teacher's planning
- Respect the guidance of the teacher at all times
- Understand the need for DBS and other safeguarding checks prior to working with children
- Report any safeguarding concerns immediately to the Designated Safeguarding Lead
- Maintain professional boundaries with pupils at all times

I Promise Never To:

- Compare any child's work or look at records or staff notes without permission
- Share any information about a child or member of staff with anyone outside the school (unless required to do so for safeguarding purposes)
- Speak negatively about any child as a result of things I may have seen them do in school
- Discuss confidential matters with parents to which I may have access as a result of my position in school
- Take photos of children in school or on school trips on my phone or any personal device without explicit permission
- Give any child/children anything to eat or drink (due to allergy safeguarding)
- Use social media to contact pupils or share information about the school
- Be alone with a child in a room with the door closed
- Transport children in my personal vehicle without prior written permission from the headteacher and parents

I understand that:

- Breaching confidentiality may result in my volunteer role being terminated
- I have a duty to report safeguarding concerns
- I must follow the school's safeguarding procedures at all times

Signed: _____ Date: _____