

Date: October 2025

# Confidentiality Policy

## Combe Pafford School

# 1 Introduction

All schools are asked to keep information confidential. This can relate to a variety of issues including family matters, drug use or other dangerous or illegal activities. Confidentiality is a whole school issue therefore it is important that all school staff follow the same policy.

# 2 Aims

- To maintain an ethos of trust within the school.
- To protect pupils at all times.
- To reassure pupils that their best interests will be maintained.
- To encourage pupils to talk to a trusted adult if they are having problems of any sort.
- To give clear guidance to all school staff about confidentiality.
- To give staff confidence to deal with sensitive issues.
- To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that pupils and parents/carers are reassured that if confidentiality has to be broken, they will be informed first and then supported appropriately. (Please note that if the child is put in harm's way e.g. for safeguarding purposes, this process may change)
- To ensure that if there are child protection issues then the correct procedure is followed.

# 3 Process

- All information held in school is held to adhere to our GDPR policy.
- All information on individual pupils is private and is shared with staff confidentially.
- All social services, medical and personal information about a pupil is held in a safe and secure place (Arbor) which cannot be accessed by individuals other than school staff.
- Pupils and parents/cares are welcomed into school to discuss issues causing concern.
- The school has a Level 3 qualified member of staff as a Designated Safeguarding Lead (DSL)
- Child protection procedures are understood by staff and training is undertaken at recommended intervals.
- All staff are aware of some confidential matters to support individuals. Staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- When volunteers and pupils are working in classes, they do not discuss educational matters including behaviour issues outside the classroom.

- Information about pupils is shared with parents/carers about their child. Parents/carers do not have access to any other child's books, marks and progress at any time. Information about a child will be shared with a receiving school when a child changes school.
- Photographs of pupils are not used without parents/carers consent.
- Governors do not divulge details about individuals to any person outside of the Governor meeting.
- 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 report. This is not for the knowledge of persons outside the meeting. Confidential minutes will be kept separately and are not published.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be held by the headteacher.

# 4 In lessons

- Ground rules and distancing techniques are used where sensitive issues are being addressed.
- Staff will not put pressure on pupils to disclose personal information and will discourage fellow pupils from applying such pressure.

# 5 Personal Disclosure

- If disclosures from pupils take place at an inappropriate place or time the member of staff will talk to the pupil concerned privately.
- The member of staff is encouraged to talk to a member of the safeguarding team for advice on suitable actions.

# 6 Equal Opportunities

All pupils have the right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. However, staff may need to discuss an individual case with a class or group. Permission to discuss an individual case with a class or group should be sought from parents/carers first.

# 7 Health Professionals

Health professionals follow their own code of practice when dealing with confidentiality when working in a one to one situation. When working in a classroom they are bound by the relevant school policies.

Dated: October 2025

New Review Date: October 2027