CONFIDENTIALITY POLICY

Date Reviewed	21st October 2026
Signed Headteacher	
Signed Chair of Finance, Facilities & Personnel	KS
Date Revised	Autumn Term 2028

Dissemination

This should be read in conjunction with the school's Safeguarding Policy. This policy will apply to all staff, visitors and volunteers to the school except where they are working explicitly under their own professional guidelines. The school will only in exceptional circumstances handle information without parental knowledge.

Back 9round

Rednal Hill lnfant School is a mixed gender and mixed ability school. lt is located within the south area of the city. Pupils are drawn from our designated reach area, with almost half being from economically challenged families. Local Primary Care Trust (PCT) statistics identify the area around the school having below average living conditions with an increased risk of high levels of physical and mental ill-health. From the Autumn Term 2021 Census the school has 16% of its pupils identified with Special Educational Needs. The school has 49% of its pupils eligible for Pupil Premium.

Rationale

At Rednal Hill lnfant School we wish to create an atmosphere where pupils feel able to speak to staff. The school at all times puts the safety and welfare of the child first and any issue will be referred to the school's Designated Senior Leader for Child Protection (DSL) if necessary. This policy is in effect for all situations inside and outside of the classroom.

Definition of Confidentialit v

For the purpose of this policy the following definition of confidentiality will apply:

"Discretion in keeping private information".

The exception to this is a child protection or safeguarding issue.

Staff visitors and volunteers'res ponsibilities

All people working with children or young people in this school will:

- Have the best interest of the pupil at heart at all times.
- At the outset inform pupils that they cannot offer complete confidentiality in certain circumstances.
- Inform any pupil wishing to make a disclosure, or who has inadvertently made a disclosure, that they may have to share the information with another member of staff and as far as possible tell the pupil the name of the person with whom they will share the information.
- At all times abide by the school's child protection policy.
- Are duty bound to act appropriately upon information directly or indirectly given to them.
- Support pupils through the process until an outcome has been achieved.

Principles for Referral

1. There is a statutory duty to report child protection issues.
2. lf in doubt tell the Designated Person for Child Protection.
3. Visitors to the school should be made aware of the DSP (Designated Senior Person for child protection) when they arrive at the school.

Principles of workin q with ou Pils

1. lt will be made clear to pupils the limits of confidentiality that they can be offered.
2. lf confidence is to be broken, the pupil will be told first.
3. Pupils will be told with whom the information will be shared, whenever possible.
4. Pupils will be encouraged where appropriate to talk with parents or carers about their issues, if appropriate - but NEVER a child protection issue.
5. "Keeping Children Safe in Education" principles will be followed at all times.
6. Annual statutory Safeguarding training is provided for all staff.

Ground Rules

ln order to create the right sort of learning environment and to help safeguard people's rights to confidentiality, a clear set of ground rules to work within whilst in the classroom will be established.

Any set of ground rules will enable others to be added or modified as situations arise. When initially setting out to formulate some ground rules for a group the overriding question that needs to be asked is:

"What do we need to do to create a safe environment for everyone to work in and what behaviour will show this?"

As adults we are aware of the standards and behaviour required to fulfill the requirements of agreed ground rules. lt is therefore important to spend time to learn about how we demonstrate respect, honesty, trust, empathy, encouragement and value. Pupils, staff and visitors need to be clear about what is meant by confidentiality and its limits within a school

A set of ground rules will help teachers create a safe environment in which they can support pupils.

Examples of ground rules include:

- Value everyone's contribution
- Keep a sense of humour - laugh with someone not at them
- Listen to views and oPinions
- Nobody will have to answer a personal question
- Only the correct (anatomical) name will be used for the body
- Meanings of words will be explained in a sensible and factual way
- Not everyone is the same and this should be celebrated

GDPR

Since May 2018 Rednal Hill lnfant School has developed appropriate policies to ensure data is handled by all staff with the remit of GDPR. Our Data Protection Officer is:

Satswana Ltd

Email: info@satswana.com

Telephone: 01252 516898

Address: Pembroke House

St Christopher's Place

Farnborough

Hampshire

GU14 ONH

Other areas of concern

If a member of staff, visitor or volunteer becomes aware of concerns about a member of stafi they must inform Miss Anna Pendleton, Headteacher. Any matter involving a child protection allegation against a member of staff must be reported directly to the Chair of Governors if involving the Headteacher.

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** If a person suspects, or has evidence that Female Genital Mutilation (FGM) has occurred they must also report this directly to the Police.