

# EASTHAMPSTEAD PARK COMMUNITY SCHOOL

## Confidentiality Policy



We seek to provide a safe and secure learning environment and to comply with the requirements of the Data Protection Act. This policy relates to the students and staff within the school. The School is aware that there may be occasions when it is necessary to share with other authorities or individuals confidential information.

*This policy is to be read in conjunction with the e-safety policy.*

### AIMS

- To protect the student at all times.
- To ensure that the school fosters an ethos of trust.
- To provide consistent messages in school about handling information regarding individuals.
- To ensure that staff, governors, parents and students are aware of the school's current confidentiality policy.
- To ensure that parents and carers are only able to access information relating to their children and children for whom they have parental responsibility.

### The Policy

1. All information about individual students is private and must only be shared with staff who have a need to know. All social services, medical and personal information about a student will be held in a secure place which is not accessible by individuals other than members of staff.
2. All students have the right to confidentiality irrespective of gender, race, religion, medical problems or special education needs.
3. Photographs of students on the web-site or in the media must not be identified directly by name without the permission of the parent or carer. Signed consent forms are kept on file.
4. Information about students will be shared with parents or an authorised carer but only about their child. Parents will not have access to other students' individual information at any time.
5. Parents should be aware that information relating to their child (including address and telephone numbers) will be shared with relevant professional agencies in certain circumstances. Information will also be shared with their child's receiving school.
6. Information relating to individual students will be shared at the discretion of the Headteacher who will act only in the student's best interest.
7. Governors should be aware that any information discussed relating to students or staff within the school is always to be confidential.
8. The school has appointed a Child Protection Officer. Child protection issues are understood by staff and the correct procedure is followed.
9. The Headteacher should designate the member of the SLT that has overall responsibility for ensuring the policy is implemented effectively throughout the school.

Easthampstead Park Community School has a duty of care and responsibility towards its students, parents, carers and staff. It also needs to work with outside agencies and share information on a professional basis. The care and safety of the individual is the key issue in this policy.

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**Reviewed and Revised:** July 2019

**Responsibility for Implementation and Review:** Deputy Headteacher, Steering Committee

**Date of Next Review:** Summer 2021