



Date	Review Date	Coordinator	Nominated Governor
May 2017	May 2020	Bursar	Resources committee

We have a duty to ensure the safety, well being and protection of all our pupils and for everyone who work with children within this school by having in place clear guidelines when dealing with matters of confidentiality.

We believe we need to work hard to create and maintain a school environment based on trust where pupils, school personnel, external agencies, visitors and parents/carers feel safe and comfortable when discussing personal issues and concerns.

The safety, well-being and protection of all our pupils is at the centre of all discussions and decisions that school personnel make about confidentiality.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the Associate Headteacher and governors.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Headteacher:		Date:	
Chair of Governing Body:		Date:	

Confidentiality Agreement

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

I am in agreement that: -

- all personal information regarding pupils or school personnel is confidential and will be kept so;
- all school personnel and parental helpers will abide by a strict code of the highest professional and ethical standards in order to safeguard confidentiality of all practices and information held within the school;
- the Associate Head teacher is responsible for taking action if a member of staff or parental helper is identified as having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff;

I, _____, am in agreement with the above and agree that I will treat all information received in the strictest confidence and will not divulge any information outside the school.

Signed	Date