

# HINTON ST GEORGE CHURCH of ENGLAND PRIMARY SCHOOL

'Let Your Light Shine'



## CONFIDENTIALITY STATEMENT

Review Date: October 2022  
Frequency of Review: Annually  
Next Review Date: October 2023

Signed \_\_\_\_\_

on behalf of the Governing Body

This Policy should be taken and used as part of Hinton St George Church of England School's overall strategy and implemented within the context of our vision, Instrument of Government aims and values as a Church of England School.

This Policy statement has been formally adopted by the governing body, in consultation with the Headteacher, and will be reviewed at the frequency recorded on this cover page.

# HINTON ST GEORGE CHURCH OF ENGLAND PRIMARY SCHOOL

## CONFIDENTIALITY STATEMENT

All matters relating to our pupils are important and some issues that concern our children are sensitive and should be treated with care and consideration.

It is therefore extremely important that all adults working within the school (paid staff and volunteers) abide by the confidentiality guidelines. Failure to do so may result in disciplinary action.

### Guidelines

1. Do not discuss any matters or issues concerning pupils with anyone other than the school staff.
2. Do not discuss any sensitive matters or issues concerning a pupil with anyone other than school staff connected with that particular child.
3. If you are in any doubt regarding the sensitivity of the issue do not discuss the matter until clarification is sought from the Headteacher.
4. Be sure, when discussing issues relating to pupils, particularly sensitive matters, that you will not be overheard by other adults or children.
5. Be especially careful with written paperwork and records relating to pupils (refer to the GDPR guidelines), especially those relating to sensitive issues. Always ensure that these documents are kept in a confidential manner (in a lockable cabinet/cupboard) and only visible to appropriate professionals.

I agree to abide by these guidelines:

Signed..... Date .....

Position in the school.....