



## MIDDLESTONE MOOR PRIMARY SCHOOL CONFIDENTIALITY POLICY

It is important that all adults in school understand fully the school's Child Protection policy.

These procedures must be followed if an adult's work with pupils leads to a disclosure which makes the adult suspect that a child is a victim of abuse or is at risk of abuse or neglect. The Headteacher is the designated Child Protection Officer of the school. If any adult has concerns of this nature then the Headteacher should be approached for advice and school guidance.

Information relating to a child's personal safety must be kept securely and must be shared with as few people as possible on a "need-to-know" basis.

If a child asks to speak in confidence, he/she should always be told beforehand that unconditional confidentiality may not always be possible if someone is in danger of abuse. If confidentiality is to be breached, the child needs to know who will be told, why and what outcome is likely to be and how he/she will be supported.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. In addition, all adults in school must respect the sensitive nature of school life and work and should not divulge information about children or staff to third parties beyond the school.

Finally, issues related to the employment of staff, whether paid or unpaid, remain strictly confidential to the governors and senior managers directly involved with making personnel decisions.

N.B. Please note link to SEN policy confidentiality.