



**MARAZION SCHOOL**

## **CONFIDENTIALITY STATEMENT**

**September 2023: Reviewed by Chair of Governors; Link Governor for safeguarding and Headteacher**

**Approved by FGB September 2023**

***Confidentiality: The state of keeping or being kept secret or private***

At Marazion School we take the issue of confidentiality very seriously and it can manifest itself in a number of instances:

### **Confidentiality statement for staff, governors, students or volunteers in school:**

As a member of staff, governor, student or volunteer working in school you will have knowledge of information about incidents in school, pupil records and pupil progress.

Key Workers in particular will have information about particular pupils, which is necessary to their role, working one to one with a child with individual needs.

Governors will have information about the school context, which is necessary to their role, supporting and challenging the school.

In addition, conversations at breaks and lunchtimes can be about school and individual children.

We ask that this information, and such conversations, are regarded as confidential.

Similarly, the work, progress and behaviour of individual children are a matter for the teacher, the child and the parents of the child. Any comments made about a child, or an incident at school may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in school and should end there. More serious incidents are discussed, **in confidence**, with parents.

There will be a full formal investigation into any concerns or allegations regarding the conduct of a member of staff if more serious action is deemed necessary.

There may be times when the actions of a staff member are under scrutiny, including disciplinary procedures. In this case, all information shared with this member of staff (and investigating officers, the Headteacher and relevant Link Governors) must be treated seriously and sensitively and must **not** be shared with other members of staff or friends. This information may be shared with a partner or parents but they must also know that the information is highly confidential and not to be passed on to anyone else.

We feel sure that you will understand the need for such confidentiality on school matters. As a member of staff, student or volunteer in school, we ask that you respect confidentiality on such matters to avoid misunderstandings or upset.

Please note that any electronic communication regarding school is always done through staff school email addresses. Staff communication is now also through a WhatsApp group – please make sure that you consider carefully any information you post on this group. Sensitive information must not be shared here. Instead, staff should use their school email address or the Egress system to safely communicate such information.

THANK YOU FOR YOUR CO-OPERATION

**Confidentiality statement for working with other agencies (Social Services, Health, etc)**

During work with other professionals and agencies, exchange of information will be regarded as highly confidential and will only be shared on a need to know basis and with the permission of the professional/agency involved, using any appropriate guidance.

**Confidentiality statement for pupil records:**

The content of pupil's records will be regarded as confidential and will only be shared on a need to know basis and within the scope of data protection legislation. Encrypted USB sticks are used to store any confidential information. Any confidential information is shredded and not just put in the bin.

**Confidentiality statement for disclosures of a sensitive nature:**

Following the guidance contained within our safeguarding procedures, where information of a confidential nature is disclosed, this must be treated seriously and sensitively. However, under no circumstances must a promise be made that you will not tell anyone else. Instead explain that in order to help, you may need to talk to other people. All cases will be treated individually and appropriate action taken.