

Confidentiality Policy

**Review Date: December 2016
Next Review Date: December 2018**

Ethos Statement

Pakeman School offers a positive, safe learning environment for its community, in which everyone has equal and individual recognition and respect. We celebrate success and are committed to the continuous improvement and fulfilment of potential in every child. We encourage increasing independence and self-discipline amongst the pupils. Everyone within the school has an important role to play in sharing responsibility for the development of positive behaviour and attitudes.

Lynne Gavin
Headteacher

Date

Nicky Manby
Chair of Governors

Date

Confidentiality Policy

At Pakeman Primary School we respect confidentiality.

1. Parents will have access to the files and records of their own children but will not have access to information about any other child.
2. Information about children will not be given to any unauthorised person without written permission (an authorised person is one who needs the information to do his/her job e.g. the school nurse).
3. Any anxieties/evidence relating to a child's personal safety will be kept confidentially and passed only to the appropriate professionals. This information will be shared with Social Services/the police if the child may be at risk of harm.
4. Issues relating to the employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.
5. Volunteers and students on work experience or other recognised courses will be advised of our confidentiality policy and be required to respect it.

This policy is to be read alongside the Freedom of Information Act 2005.
It will be reviewed every two years.