



St Francis Church of England Voluntary Aided Primary School

Love: for God, each other, our learning and the World

Confidentiality Policy

Developed by PSHE Coordinator

Version No	Date	Change/Review
V1.0	March 2007	Ratified
V1.1	Autumn 2010	Reviewed
V1.2	September 2016	Ratified
V1.3	March 2018	Ratified
V1.4	September 2020	Ratified
V1.5	September 2022	
V1.6	March 2026	Reviewed, amended and ratified

Policy Document Version Control Log

Policy: Confidentiality Policy		
Version	Date	Description of changes and person/organisation responsible
V1.6	March 2026	Rewritten to reflect updated DFE documentation 2025

Aim

We aim to place the child at the heart of everything we do and to provide a safe, secure and trusting environment where every child feels valued and protected.

This is reflected in our vision:

Love: for God, each other, our learning and the world

Rationale and Statutory Context

This policy is written in line with:

- **DfE Relationships, Sex and Health Education (RSHE) Guidance (2025)**
- **Keeping Children Safe in Education (KCSIE)**

The guidance makes clear that:

- All staff must know how to respond if a child discloses abuse or neglect
- Staff must only share information with those who need to know
- Staff must **never promise a child that they will keep a secret**
- Children should understand how confidentiality works in school
- Schools must agree procedures with any external visitors before teaching sessions

This policy supports a safe environment where children feel confident to speak to adults.

Principles of Confidentiality

At our school we:

- Work in partnership with parents/carers to support children's wellbeing
- Build trusting relationships so children feel safe to talk
- Listen to children carefully and take their concerns seriously
- Provide appropriate private spaces for sensitive conversations

We treat information shared by children with care and respect. However, **confidentiality cannot be guaranteed in all circumstances.**

Limits of Confidentiality

There are times when staff must share information to keep a child safe.

Information will be shared when:

1. **There are safeguarding concerns**
If a child is at risk of harm, abuse or neglect, staff must pass this information to the **Designated Safeguarding Lead (DSL)** – This is Mrs Millsop. Mrs McLaughlin, Mrs Fullarton and Mrs Keane are Deputy DSLs
2. **Support is needed**
Staff may share information with a small number of appropriate colleagues to:
 - Get advice
 - Provide support
 - Keep the child safe
3. **There is a legal requirement**
Information must be shared if required by law.

4. **Educational records**

Parents/carers have the right to access their child's records, so written information cannot always remain confidential.

Where appropriate, staff will explain to the child what will happen next.

Working with Pupils

Children will be helped to understand that:

- They can talk to trusted adults in school
- Adults will listen and take them seriously
- Sometimes adults must share information to keep them safe

Staff will:

- Encourage children to talk to parents/carers where appropriate
- Avoid pressuring children to share information if they are not ready
- Always act in the **best interests of the child**

Confidentiality in Relationships Education (RSHE)

In lessons:

- Teachers will explain clearly how confidentiality works
- Ground rules will be agreed with pupils (e.g. no personal stories shared)
- Pupils will understand that:
 - They should not share personal information in class
 - Adults cannot keep secrets if someone is unsafe

Teachers will:

- Use age-appropriate strategies (e.g. question boxes)
- Respond to any concerns in line with safeguarding procedures

External visitors:

- Must follow the school's safeguarding and confidentiality procedures
- Must agree in advance how any disclosures will be managed
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Staff Roles and Responsibilities

All staff (teaching and non-teaching):

- Must follow this policy and safeguarding procedures
- Must never promise confidentiality
- Must report concerns immediately to the DSL or a deputy

Staff can:

- Seek advice and support when dealing with concerns
- Share concerns with senior staff (without naming the child where possible)

The school will:

- Provide safeguarding training
- Ensure staff understand confidentiality and their responsibilities

Designated Safeguarding Lead (DSL)

The DSL is responsible for:

- Receiving and acting on concerns
- Deciding when to involve external agencies
- Supporting staff
- Ensuring information is handled appropriately

Mrs Millsop, Mrs Fullarton, Mrs Keane and Mrs McLaughlin

Working with Parents and Carers

We aim to work openly with parents/carers and will:

- Share concerns where it is safe and appropriate
- Support parents in understanding how we keep children safe

In some cases, information may not be shared immediately if this could put a child at further risk.

Review

This policy will be reviewed annually or sooner if required, in line with:

- DfE RSHE Guidance (2025)
- KCSIE
- Local safeguarding procedures