



# Confidentiality Policy

## February 2026

PER-07



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Personnel & Safeguarding	February 2026	February 2028

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### **EQUALITY IMPACT STATEMENT**

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

**Chalfont St Giles Infant School & Nursery**  
 School Lane, Chalfont St Giles,  
 Buckinghamshire, HP8 4JJ

tel: 01494 872160  
 email: [infantoffice@csgvillageschool.org](mailto:infantoffice@csgvillageschool.org)

**Chalfont St Giles Junior School**  
 Parsonage Road, Chalfont St Giles,  
 Buckinghamshire, HP8 4JW

tel: 01494 873090  
 email: [junioroffice@csgvillageschool.org](mailto:junioroffice@csgvillageschool.org)



## Statement of Intent

This policy provides guidance for staff, volunteers and visitors on the procedures and expectations relating to confidentiality.

Staff take a supportive and professional approach to pupils and families as part of their pastoral role. The school aims to create an environment where pupils and parents/carers feel able to discuss concerns that may affect a pupil's wellbeing or educational progress with appropriate members of staff.

This policy applies to all staff, volunteers, visitors, pupils and parents/carers. In order to protect pupils, staff and the school community, everyone working with or on behalf of Chalfont St Giles Village School has a duty to follow this policy and must not share confidential information inappropriately with external agencies, other schools or individuals.

This policy:

- ensures that sensitive information relating to the school is protected
- safeguards personal and financial information
- promotes trust between staff, families and partner agencies
- supports the school's safeguarding and data protection responsibilities

## Legal Framework

This policy has due regard to relevant legislation and statutory guidance including, but not limited to:

- Crime and Disorder Act 1998
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Education Act 2002
- Human Rights Act 1998
- Education (Pupil Information) (England) Regulations
- Keeping Children Safe in Education
- Working Together to Safeguard Children
- Information Sharing: Advice for Practitioners

## Definition of Confidentiality

For the purposes of this policy:

**Confidentiality** refers to information shared in trust that would not normally be passed to a third party without consent.

A **disclosure** is the sharing of any personal or private information and does not solely relate to safeguarding concerns.

**Limited confidentiality** means that information may be shared with professional colleagues or relevant agencies where necessary, without identifying the individual except in agreed circumstances.



## Roles and Responsibilities

The Headteacher will:

- ensure staff understand their responsibilities under this policy
- ensure staff and volunteers sign confidentiality agreements
- remain informed of confidentiality, safeguarding and data protection concerns
- determine disciplinary action where breaches occur
- ensure this policy remains up to date
- ensure accurate and secure records are maintained

The DPO will:

- address concerns relating to data protection
- advise in the event of a data breach
- ensure compliance with data protection legislation
- oversee secure storage, processing and sharing of data

The DSL will:

- understand when information should be shared with safeguarding partners
- ensure safeguarding records are accurate and secure

All individuals working for or with the school must:

- uphold confidentiality at all times
- not disclose information except to appropriate authorised persons
- keep school, pupil and family information secure
- sign confidentiality and acceptable use agreements where required

## Confidentiality and Child Protection

The welfare of pupils is paramount. Where concerns arise relating to safeguarding, the school will follow its Safeguarding and Child Protection Policy.

Information relating to safeguarding investigations will be treated as strictly confidential and only shared with those directly involved. This includes allegations against staff.

The school will ensure confidentiality is maintained during investigations and will comply with legal restrictions relating to the publication of information that could identify individuals involved in allegations.

All visitors and external professionals are expected to comply with this policy when handling sensitive information relating to pupils, staff or families.

Any child protection concerns raised by parents, volunteers or external parties must be reported to the Headteacher or DSL immediately.

## Sharing Information

The school considers information about individual pupils and families to be private and will only share it with professionals who have a legitimate need to know.



- Personal, sensitive and financial information will never be shared indiscriminately
- Safeguarding concerns must be reported promptly to the DSL
- Data will be processed in line with the Data Protection Policy
- Information will be shared lawfully, proportionately and securely
- Only information necessary for the stated purpose will be shared
- Decisions and reasons for sharing will be recorded

Data protection legislation does not prevent information sharing where necessary to protect children or fulfil legal duties.

## Breaking Confidentiality

Confidentiality may be broken where:

- a child is at risk of harm
- another person is at risk
- the school is legally required to share information
- it is necessary to obtain professional support

Where confidentiality is broken:

- pupils will be informed wherever appropriate
- they will be told who the information has been shared with
- only relevant information will be shared
- reasons will be recorded

Staff must seek Headteacher approval before disclosing information externally unless safeguarding procedures apply.

Any breach of this policy may result in disciplinary action.

## Responsible Use of ICT and Technology

All staff must follow the school's Acceptable Use Policy.

Staff must:

- use ICT systems responsibly
- not share passwords
- only communicate with pupils and parents via approved school systems
- report any inappropriate or illegal material
- report data breaches immediately
- not bypass filtering or security systems

Accessing, copying or altering another user's data without permission will be treated as misconduct.

## Management of Records

All records relating to:

- pupils
- staff



- school management
- finances
- attainment and progress

must be stored securely and managed in line with the school's Records Management Policy and Data Protection Policy.

## Maintaining Confidentiality When Staff Leave

Departing staff must continue to respect confidentiality after leaving employment.

The school will:

- only share staff information where legally required or consent has been given
- store records securely
- ensure access permissions are removed
- change passwords where necessary

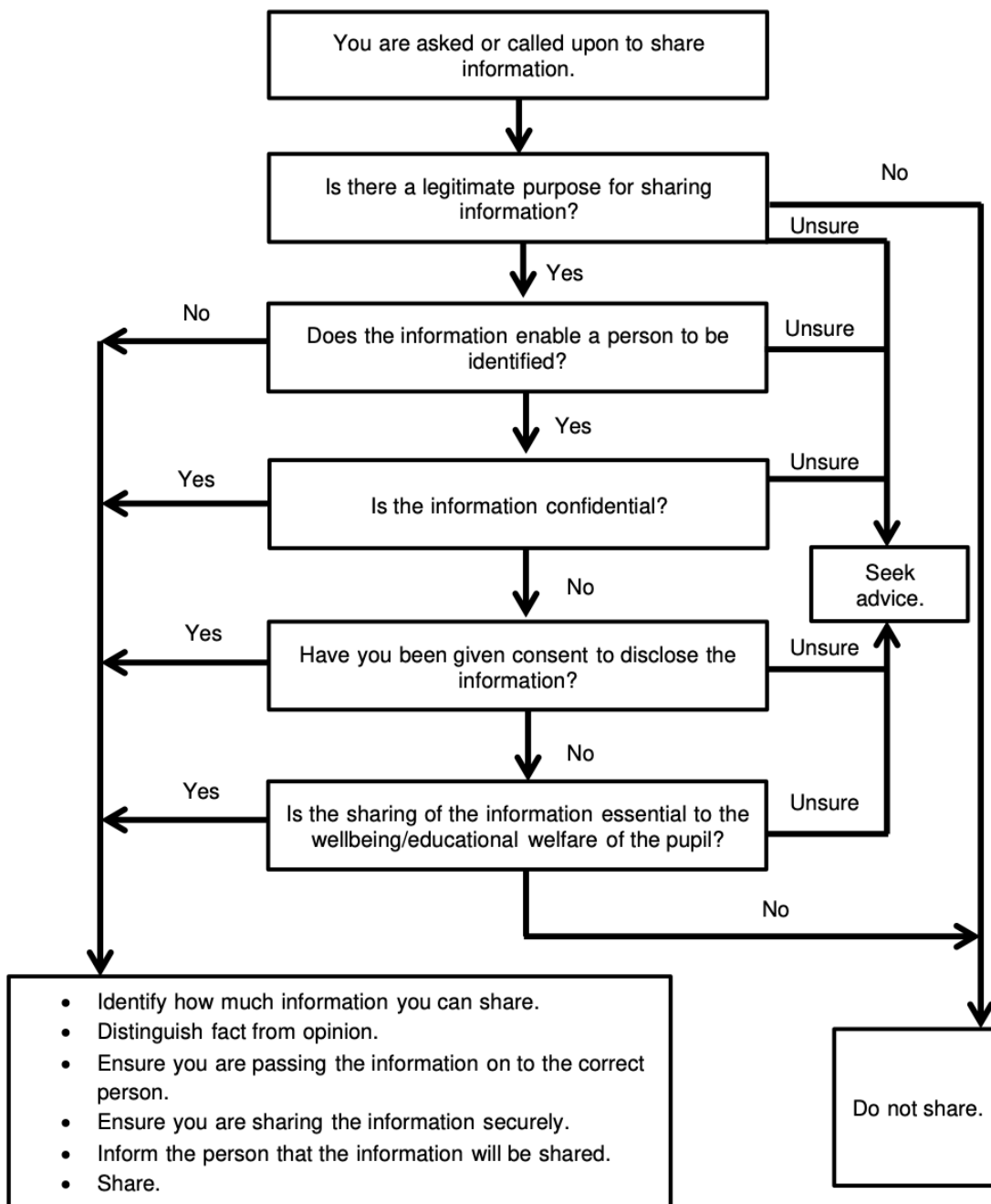
Settlement agreements may be used where required to protect highly sensitive information.

## Monitoring and Review

This policy is monitored by the Headteacher and reviewed every two years or sooner if required by changes in law or guidance.



## Appendix A – Information Sharing Flowchart



**Notes**

- If there are child protection concerns, follow the relevant procedures without delay.
- Always seek advice if you are unsure whether to share information.