



“Start children off on the way they should go, and even when they are old they will not turn from it.”

Proverbs 22:6

SCHOOL STATEMENT ON CONFIDENTIALITY

Adopted	Autumn Term 2026
Committee	Full Governors
Review Date	Autumn Term 2028
The scope of this policy is Forsbrook CE Primary School and Nursery OOSC	

We are a Christian school where quality and opportunities make a difference. We value all children as unique ‘Children of God’ and nurture each other to show **LOVE** in our relationships and a **RESPECT** for all. We foster **HOPE** within our community and encourage children to find **PEACE** by creating times and places for stillness and reflection. We strive for excellence, inspiring dreams both now and in the future. We promote **POSITIVITY**, celebrate **COURAGE**, demonstrate **RESPONSIBILITY** and share **JOY** through...

‘Learning, loving, laughing in the light of Jesus’.

SCHOOL STATEMENT ON CONFIDENTIALITY

AIMS

To comply with any related school aims.

To ensure that information given and received in confidence shall not be divulged other than those employed by or attached to the school on an agency basis.

CONFIDENTIAL INFORMATION

Confidential information shall include (but shall not be limited to):

- (a) Any information which has been given as confidential or which might be reasonably expected to be treated as confidential.
- (b) Any information which has been given to the school in confidence by pupils, parents, other persons, companies, or organisations.

Where there is any doubt as to the confidentiality of an issue a decision must be obtained from the headteacher.

SECURITY OF INFORMATION HELD ON COMPUTER

All data held on the computer system in the school office is covered by the General Data Protection Act (2018). This act regulates the use of personal Information on any living individual either staff or pupil. It is a statutory requirement that no personal data obtained from the computer or its printouts can be disclosed. Only authorised staff can disclose relevant information to persons such as school nurse, hospital staff, other staff working in the school etc.

Under no circumstances may parents receive computer information on other pupils. Any personal information e.g. reports/assessments processed on other computers must be given the same confidentiality status.

Parents do not have an automatic right to see all information held on their child. For example, in the case of separated parents, telephone numbers may be ex-directory and should not be given to the other parent.

If in doubt do not disclose any information.

The Administration Computer is accessed through a series of passwords, which are frequently changed.

Access to the administration computer is with permission of the SIMS System Manager or the Headteacher.

Education Joint Finance Unit Staff, Education IT Staff when visiting school will have full access to the computer system using access codes with the permission of the SIMS Manager. The computer will not be left unattended whilst using SIMS Modules.

SECURITY OF PAPER BASED INFORMATION

Information held in paper format relating to personal information will be treated in the same way as data held on the computer system. Records are held in the school office and are available on a need to know basis.

Monthly tabulations, which contain payroll information, are held in a locked file accessed only by the school administrator or headteacher.

Information on pupils and families, which is not necessarily retained on the computer system, is also confidential. This applies to but shall not be limited to:

- Special Educational Needs Information
- Free School Meal Information
- Medical information
- Child Protection Issues
- Any information that you have been told is confidential or which you might reasonably expect to be confidential.
- Information given to the school in confidence by pupils, parents, other persons, companies or organisations.
- Non-payment of monies, returned cheques.

Where there is any doubt as to the confidentiality of an issue, it is advisable to discuss the matter with the headteacher and not other members of staff.

CHILD PROTECTION ISSUES

All issues covered by the Child Protection Act are confidential. Staff will be informed on a “need to know” basis only. The nominated people to deal with these issues are Mrs K. Cooke and Mrs E Turner.

If any member of staff suspects any incident, which may come under the terms of the Child Protection Act it must be brought to the attention of the nominated person as soon as possible.

GENERAL

Test, exam results, and school reports must only be passed on to the pupil or parents of the pupil concerned. They should not be disclosed to any other parent, or left, where they can be seen by unauthorised people. Results and reports can be passed on to the next teacher for information purposes.

All records, documents and other papers acquired by members of staff remain the property of the school and must be returned upon termination of employment.

* This policy should be read in conjunction with the Freedom of Information Access Guidelines.

** Refer to Data Protection Policy for more information on compliance with the legal requirements of the General Data Protection Act (2018).