



**St Ralph
Sherwin**
Catholic Multi Academy Trust



Confidentiality Policy and Agreements

Version 1
Aug 2023



One of three Catholic
Multi Academy Trusts in
the Diocese of Nottingham



Document Provenance

Title of policy:	Confidentiality Policy and Agreements	
Author and policy owner in the Executive Team:	Governance Manager	
Version number:	1	
Date approved:	2 nd Aug 2023	
Approved by:	Trust Board	
Date of next review:	31 st July 2024	
Document review and editorial updates:		
Version control	Date	Key revisions included
Version 1	2 nd Aug 2023	



'Let the wise hear and increase in learning, and the one who understands obtain guidance.' Proverbs 1:5

1. Aim

To ensure that confidentiality and data protection compliance are a natural part of good practice. To provide all staff, governors and others in the trust with clear, unambiguous guidance as to their legal and professional roles. To make certain that the procedures throughout the trust can be easily understood by pupils, parents/carers and staff.

2. Rationale

The trust and academies holds a lot of confidential information about children, staff and sometimes parents and carers. Whilst it is important that we continue to develop positive ways to use that information, we all recognise that it is our responsibility to use, hold and safeguard information received.

The trust and academies are mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. Our obligation to comply with the Data Protection Act 2018, the UK GDPR and other legislation and statutory guidance underpins our management of data What is a Low Level Concern?

3. Objectives

- to provide consistent messages in the trust and academies about handling information about children and adults once it has been received
- to foster an ethos of trust within the trust and academies
- to ensure that staff, governors, volunteers, parents, and pupils are aware of the trust's confidentiality policy and procedures
- to reassure pupils that their best interests will be maintained
- to encourage pupils to talk to their parents/carers
- to ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality
- to ensure that if there are child protection issues then the correct procedure is followed
- to ensure that confidentiality is a whole school issue and that everyone understands their personal responsibilities



4. Guidelines

- all information about individuals is private and should only be shared with those staff on a need-to-know basis
- all social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff
- the trust and academies continues to actively promote a positive ethos and respect for the individual
- the safeguarding policy will be applied, and monitored by appropriate school personnel
- all children and adults have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns, and special educational needs

5. Day-to-day practice

Confidentiality is a whole trust issue. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.

Information about children will be shared with parents and carers but only about their child. **Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening.**

All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.

Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes / files and once read should be returned for secure filing.

In all other notes, briefing sheets etc. a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Staff should exercise prudence and consider the dignity of individuals during conversations on the school site, for example in the staff room, particularly if non-members of staff are present and in the presence of children.



Non-members of staff, for example, students and voluntary helpers, will be asked to follow the principles of the confidentiality policy and sign a confidentiality agreement, please see appendices below.

6. Governors/Directors

Governors/Directors need to be mindful that from time-to-time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper.

These confidential papers should be destroyed after use.

Governors/Directors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents.

Governors/Directors will sign a confidentiality agreement annually.

Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential.

Governors/Directors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

7. Monitoring and Evaluation

The policy will be reviewed as part of the schools monitoring cycle.

8. Conclusion

St. Ralph Sherwin Catholic Multi Academy Trust (SRSCMAT) and its individual academies have a duty of care and responsibility towards pupils, parents/carers, and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

Policy agreed by Governors/Directors and shared with staff, volunteers and the trust community.



Appendix 1

St. Ralph Sherwin Catholic Multi Academy Trust (SRSCMAT)

Governor/Director confidentiality agreement

First of all, thank you for volunteering to be a governor/trustee of this academy.

Your help and support in this role are greatly appreciated. In this role you are supporting the life of this academy. This role carries certain responsibilities on your part including the requirement to be confidential about academy matters.

By signing this agreement, you agree to uphold SRSCMAT's confidentiality policy. This means you will not share pupil or staff information with anyone other than those who are directly involved.

Examples of confidential information are (but not limited to):

- information about staff and pupils
- information about actions of the governing body that are not published in governing body minutes
- information accessed by 'privilege' e.g. notices on staff noticeboard
- information about future school plans or actions that have not been disclosed to parents

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in termination of my membership from the governing body.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of Governor/Director	
Signature of Governor/Director	
Date	
Academy representative	
Signature of academy representative	
Date	



Appendix 2

St. Ralph Sherwin Catholic Multi Academy Trust (SRSCMAT)

Volunteer confidentiality agreement

First of all, thank you for volunteering to be a volunteer at this academy. Your help and support in this role are greatly appreciated. In this role you are supporting the life of this academy. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold SRSCMAT's confidentiality policy. This means you will not share pupil or staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- information about staff, pupils, and events that occur in academy
- for example, a parent/carer who knows you are a volunteer at the academy may ask you how their child is getting on (e.g. academically/behaviour). To prevent any misunderstanding, it would be better to advise the parent/carer to speak to the class teacher
- information accessed by 'privilege' e.g. notices on staff noticeboard /conversations
- if you see something in academy that concerns you, please discuss the matter with the headteacher

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being required to be a volunteer.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of volunteer	
Signature of volunteer	
Date	
Academy representative	
Signature of academy representative	
Date	



Appendix 3

St. Ralph Sherwin Catholic Multi Academy Trust (SRSCMAT)

Student work placement/experience confidentiality agreement

Please read SRSCMAT's confidentiality policy.

This work placement/experience carries certain responsibilities on your part including the requirement to be confidential about academy matters.

By signing this agreement, you agree to uphold SRSCMAT's confidentiality policy. This means you will not share pupil or staff information with anyone that breaches confidentiality.

Examples of confidential information are (but are not limited to):

- information about staff, pupils, and events that occur in academy
- information accessed by 'privilege' e.g. notices on staff noticeboard/conversations
- if you see something in academy that concerns you, please discuss the matter with the headteacher
- you must never use information about individual children outside the academy without parental permission (photographs/names)

I understand that I may have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me no longer being able to complete my placement as a student and that this breach may be reported to those who arranged the placement or my course leader.

If I breach confidentiality, I understand that I may be in breach of the Data Protection Act 2018 and could face external sanctions.

Name of student	
Signature of student	
Date	
Academy representative	
Signature of academy representative	
Date	