



**HAVERSHAM
VILLAGE SCHOOL**

HAVERSHAM VILLAGE SCHOOL CONFIDENTIALITY POLICY STATEMENT OCTOBER 2016

At Haversham Village School we recognise that it is important that confidentiality is maintained within and beyond the school. This applies to all staff, governors, visitors and volunteer helpers.

Information, data, and all documents relating to Haversham Village School pupils and personnel must be treated as confidential. There is a freedom of information policy which outlines the documents in school which are freely available.

You should not disclose to any other person or institution any confidential information relating to the school, its staff or the pupils except in pursuance of the authorised business of the school. Confidential information should not be given to parents about other children. Parents and legal guardians have a right of access to their own child's records. They should ask their child's class teacher or the head teacher for this information. Teaching Assistants, non-teaching staff and volunteers should refer any requests for information to the class teacher or head teacher. Requests for confidential information received via the telephone / fax / email must be verified.

An appropriate level of authorisation must be obtained before any information of a confidential nature is passed to other employees who may not be authorised to receive this information. It is also important that, in transmitting information in a written form, care is taken to ensure that where this is of a confidential nature, it is addressed correctly and stored in an appropriate secure location.

Appropriate authorisation must be obtained before any confidential information is released.

Sensitivity should be shown when discussing school with others. Due consideration should be given to confidentiality. If you have any concerns please see advice from your line manager or the headteacher.

Any issues that relate to Child Protection should be referred immediately to the Head teacher or, in her absence, the most senior teacher in school at the time.

I agree to follow the guidance within the Confidentiality Policy

Signed _____ Date _____

Printed Name _____

