

# SPALDING HIGH SCHOOL



## CONFIDENTIALITY POLICY

---

<b>HEADMISTRESS:</b>	<b>Mrs M K ANDERSON</b>
<b>DEPUTY HEAD TEACHER:</b>	<b>Mrs T WALDRON</b>
<b>SAFEGUARDING LEAD:</b>	<b>Mrs L RAY</b>
<b>DEPUTY SAFEGUARDING LEAD:</b>	<b>Mrs A SCHWARZ</b>
<b>LINK GOVERNOR:</b>	<b>Dr P GORTON</b> <b>Mr E FRAGALE (Safeguarding)</b>
<b>DATE AGREED:</b>	<b>June 2018</b>
<b>REVIEW FREQUENCY:</b>	<b>Bi-annual</b>
<b>Related Policies:</b>	
Child Protection & Safeguarding	June 2018
Privacy Notice	May 2018

---

**Chair of Governors**

---

**Date**

---

**Headmistress**

---

**Date**

### **Executive Summary:**

- 1.1 This executive summary sets out the School's arrangement for managing issues of a confidential nature and should be read in conjunction with our Safeguarding Policy and Privacy Notices.
- 1.2 Where possible, school matters will be dealt with confidentially and the circle of knowledge kept to only those who need to know about the matter in hand.
- 1.3 However, the School has a duty of care to the child and in certain circumstances, such as matters relating to child protection or to illegal activities, no member of staff can guarantee to keep information confidential.
- 1.4 Where necessary, the School is legally bound to pass information Social Services, the school nurse, the Police or child protection agencies.
- 1.5 Where possible, we involve parents as much as possible in their child's situation, but the School reserves the right, where it is considered to be in the child's best interest, not to inform parents but to pass the details on to the appropriate external agency.