

The Orchard Community Trust

Confidentiality Statement



Our work will bring us into contact with confidential information.

To ensure that all those using and working in the school can do so with confidence, we will respect confidentiality in the following ways:

- a) Parents/carers will have ready access to files and records of their own children - but not any other pupil
- b) Staff will not discuss individual children with people other than the parents/carers of that pupil or other professional bodies, linked directly to the education and safety of the child
- c) Information given by parents/carers to school staff will not be passed on to third parties, unless the information forms part of a safeguarding concern
- d) Personnel issues will remain confidential to the people involved. Members of the leadership team may need to be involved if it involves monitoring attendance. HR involvement will be sought to support if necessary
- e) All staff members have access to a copy of the Academy Handbook, which highlights confidentiality in the professional conduct section
- f) Any anxieties/evidence relating to a pupil's personal safety will be kept in a confidential file and will not be shared within the school except for the pupil's teacher/key worker and Senior Leadership Team (SLT) vii. The school will endeavour to conduct meetings/interviews in a private place.
- g) Students on recognised courses observing or working in the school will be advised of our confidentiality policy and will be required to respect it. They will also be given or provided access to the Student/Volunteer Academy Handbook, which outlines the role of a student, including confidentiality ix. Staff to also refer to the school's Freedom of Information Policy.

The school will comply with all requirements of the UK GDPR (and the DPA 2018).

Date: December 2024

Review Date: December 2026