



Confidentiality Statement

Reviewed January 2024

Next review due February 2025

Preston Primary Academy Trust Confidentiality Statement

All matters relating to our pupils are important and some issues that concern our children are sensitive and should be treated with care and consideration.

It is therefore extremely important that all adults working within the school (paid staff and volunteers) abide by the UK GDPR and Data Protection Act 2018 and follow these confidentiality guidelines. Failure to do so may result in disciplinary action.

Guidelines

1. Do not discuss any matters or issues concerning pupils with anyone other than the school staff.
2. Do not discuss any sensitive matters or issues concerning a pupil with anyone other than school staff connected with that particular child.
3. If you are in any doubt regarding the sensitivity of the issue do not discuss the matter until clarification is sought from the headteacher.
4. Be sure, when discussing issues relating to pupils, particularly sensitive matters, that you will not be overheard by other adults or children.
5. Be especially careful with written paperwork and records relating to pupils, especially those relating to sensitive issues. Always ensure that these documents are kept in a confidential manner and only visible to appropriate professionals.
6. Uphold the good name and reputation of the school at all times.

Please be aware that confidentiality obligations do not prevent you from sharing necessary information for the purposes of keeping children safe and promoting their welfare, and that you are protected under the Public Disclosure Act with regards to sharing confidential information for the purposes of whistleblowing.

I agree to abide by these guidelines.

Name printed

Signed..... Date

Position in the school.....

School Name.....