



**Federation of Savile Town CE(C) & Thornhill Lees CE (VC)  
Infant & Nursery Schools  
Confidentiality Policy  
September 2025**

‘We celebrate our faith diversity and provide a safe environment where our children are happy to learn. We are kind, caring and respectful to others. We aim to inspire future generations of our school and community to become lifelong learners.’

It is our intention to respect the privacy of children, their families and staff, while ensuring that they are provided with a high standard of education and a safe and secure environment in which to grow and learn.

### **Aims**

- To ensure that all families can share their information in the knowledge that it will only be used for the welfare and safety of their children.
- To support staff in their work, by having clear guidelines for confidentiality.
- To ensure that all stakeholders are aware of the school policy for confidentiality.

### **Objectives**

To ensure that children, families and staff can feel secure within the school community, we respect confidentiality in the following ways:

- Parents have access to the records of their own children, but do not have access to information about other children.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects the school's ability to meet that child's needs.
- Children are made aware of what will happen to any information they give to staff, namely that some information can remain confidential, while some has to be shared with other adults.
- Staff take time to talk to children and families at an appropriate time and in an appropriate place, when the need arises.
- Staff, student and governor recruitment and induction include an awareness of the importance of confidentiality.
- All members of the school community are made aware that the Headteacher is the Designated Safeguarding Lead, with deputy leads being the Deputy Headteachers, Assistant Headteacher/ Sendcos. At Savile Town the Nursery Nurse is DSL trained and at Thornhill Lees the School Business Manager.
- Staff are supported by the DSL's, and if necessary by Local Authority officers, when dealing with difficult situations.
- Regular training is given with regards to dealing with a disclosure from a child, and all staff have completed the on-line Safeguarding Training.
- Any concerns relating to a child's safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis.
- Personal information about children, families and staff is kept securely, whilst remaining accessible to those who need it.
- Issues relating to the employment of staff and volunteers remain confidential to the people directly involved with making recruitment decisions.
- Parents' permission is sought with regards to taking photographs of their children.

When presented with sensitive information on children, families or colleagues, staff should ask themselves the following question

Should I keep it confidential?

Is it a child protection  
issue?  
Do other people need to  
know to ensure the well  
being of the child?

Follow the school child  
protection procedures and  
speak to the Designated  
Safeguarding Lead.

There is no reason to inform anyone,  
and the information should be kept  
private.  
If you are concerned, or in any doubt,  
then speak to the Designated  
Safeguarding Lead.

Date:

Chair of Governors: