



Oakley CE Combined School

Confidentiality Policy

September 2023

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Review Date
September 2024

Oakley Church of England Combined School



Parvis E Glandibus Quercus
'Mighty oaks from little acorns grow'

Our school values are at the core of everything we do. They underpin our teaching and learning and provide an environment which prepares our children as confident, happy citizens.

We aim to grow from little acorns to mighty oaks, founded in the love of God.

***'The fruit of the righteous is a tree of life.'* Proverbs 11:30**

Our core values are:

Love, Honesty & Respect

Through our values, together we provide for our school community, enabling everyone to be nurtured, to grow and flourish on their unique journey. Through **Love, Honesty and Respect**, other values are explored throughout the year:

Friendship & Kindness; Courageous Advocacy; Determination & Endurance: Curiosity, Participation & Independence

'Let all that you do, be done in love.'

1 Corinthians 16:14

'...you will know the truth, and the truth will set you free.'

John 8:31-32

'Honour your father and mother, and love your neighbour as you love yourself.'

Matthew 19:19

Confidentiality Policy

At Oakley CE Combined 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 Oakley, pupils and personnel must be treated as confidential. There is a General Data Protection Regulation policy (GDPR) 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 Headteacher for this information. Teaching Assistants, non-teaching staff and volunteers should refer any requests for information to the class teacher or Headteacher. Requests for confidential information received via the telephone or email must be verified.

An appropriate level of authorisation (Headteacher or Deputy Headteacher) 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 seek advice from the Headteacher.

Any issues that relate to Child Protection should be referred immediately to a member of Safeguarding Team.