



Meadlands Primary School Confidentiality Policy

Updated: Feb 2026

Review: Feb 2028

At Meadlands we dream big. Our mantra is borrowed from our literary hero, Roald Dahl *we are the music makers and we are the dreamers of dreams*. And our motto is *Work Hard & Be Kind*. What do these words mean to a kid like me at Meadlands? It means we learn more than just facts and subjects, we are taught how to learn so we can be adaptable and be ready for the world we will be part of when we are older. Meadlands encourages us to be self-motivated, to use our own initiative, to be resilient, curious, imaginative, determined and above all else to be kind and respectful. My teachers and staff know me very well, my learning is personalised to my own strengths and weaknesses, I have goals set to challenge me, to break down my barriers and overcome my difficulties. So I can always be better and do better. As a class we make outstanding progress in our lessons. We are proud of ourselves and each other. As a school we all work to improve and grow it. Students, parents, care givers, staff, leaders and governors. Everyone is invited to contribute. This is part of our experience. Our school is committed to dreaming big. Never resting on our laurels. The curriculum is always developing and improving. Delivering the new skills and knowledge we will need for the future. Our school is a harmonious place to be. Where dreaming is nurtured. Where we know through hard work and kindness, every dream is possible.

Safeguarding Statement of Intent

The staff and governors of Meadlands Primary School are committed to providing a caring, friendly and safe environment for all our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at Meadlands Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

INTRODUCTION

It is a primary aim of our school that every member of the Meadlands school community feels valued and respected, and that each person is treated fairly and well. We are a caring community, whose values are built on mutual trust and respect for all.

The school's Confidentiality Policy is therefore designed to support the way in which all members of the school can live and work together in a supportive way. It aims to promote an environment where everyone feels safe and secure and every individual's and family's right to privacy is respected.

Confidentiality is an essential element of the success of our school. As such all of our staff and visitors are expected to work within the guidelines of this policy which conform to recent legislation and government guidelines.

We recognise our responsibilities relating to holding, using and safeguarding information received. In practice this means:

- Making it clear that information is shared on a 'need to know' basis.
- Not discussing personal information relating to any of our stakeholders, i.e. those who are connected to the school, in a general way or where it may be overheard.
- Keeping all personal records confidential including password protected digital files.
- Using teaching methods which protect confidentiality.

RELATED LEGISLATION

Human Rights Act 1998 Gives everyone the right to “respect for his private and family life, his home and his correspondence”, unless this is overridden by ‘public interest’, e.g. for reasons of Child Protection, for the protection of public safety, public order, health or morals or for the rights and freedoms of others.

Data Protection Act 1998 applies to: personal data of living, identifiable individuals (not anonymised data): manual and electronic records. Schools need to be clear, when collecting personal data, of the purposes for which it will be used and should have policies to clarify this to staff, pupils and parents/carers.

Freedom of Information Act 2000 Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient if disclosed. Schools’ data or record keeping policy should also cover the requirements of this Act.

PROCEDURES – GENERAL

All information about individual stakeholders, however obtained, e.g. from personal records, through observation, through meetings, through situations that arise during class, playtime or outside of school, is private and will only be shared with those who have a need to know, i.e. those who need the information in their professional capacity.

Information that relates to any individual stakeholder or brings our school into disrepute will never be posted or shared online, through any means including all areas of social media, e.g. Facebook, Twitter. Staff, regular visitors and volunteers understand that this is a requirement both during and after their time at our school and confirm this through annually signing a statement of confidentiality as part of school’s Code of Conduct policy. Even when information appears to be widely known, it will not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

All social services, medical and personal information will be held in a safe and secure place which cannot be accessed by individuals other than nominated school staff. Where this information is stored on the shared sever, these files will be password protected. It will be considered whether staff concerned have access to all, or only some, of the information.

Staff are always available to talk to both children and parents/carers about issues that are causing concern. We encourage children to talk to parents/carers about issues and may, in some cases, support children to talk to their parents/carers.

Parents/carers and children will be made aware that our school cannot guarantee total confidentiality and that we have a duty to report child protection issues. Any child protection disclosure will be shared with parents/carers before we inform the appropriate authorities unless we believe that this puts the child at greater risk.

Data generated by our school will be anonymised where necessary to ensure confidentiality. Information collected for one purpose will not be used for another.

Photographs or video of children will not be used without parent/carer’s permission and our policy on the use of images of children will be adhered to at all times. Parental consent form relating to photographs and videos are updated at the start of each academic year.

We ensure that parents/carers have a right of access to any records the school may hold on their child, within legislative requirements. Parents/carers will not have access to any other child’s books or assessment data at any time.

Only those identified on Integris G2 as having parental responsibility will be contacted in relation to their child. Should there be any concerns, these will be referred to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead before a parent/carer is contacted.

All requests for information, about our school or stakeholders, by an outside agency or the media will not be commented on by the person to whom the request was made, but will be referred immediately to the headteacher.

PROCEDURES – STAFF

Personal information such as social services reports, speech therapy reports, medical reports, SEN reports, minutes of meetings etc. will be circulated, where necessary, in sealed envelopes and once read will be returned to the appropriate person for secure filing or placed in secure shredding bags.

Where possible correspondence to parents/carers relating to social services, medical and personal information will be handed directly to the parent/carer. However, if children have clubs or walk home in Year 6 correspondence may be given to the child for them to put into their book bag and the parent/carers informed. The Designated Safeguarding Lead or Deputy Designated Safeguarding Lead receive regular annual training. Child Protection procedures are understood by all staff and training is undertaken regularly. Details of children are not to be disclosed to any parents other than those of the child concerned. Information regarding a child's progress, positive or negative, is passed on only by the class teacher concerned, the headteacher or the TA (where the TA is contracted to work with a specific child) to the parent. Staff should feel that they can talk freely about children in the staffroom, safe in the knowledge that what they say will not be repeated elsewhere, but must be mindful of visitors and volunteers who use the staffroom.

Concerns about the performance of a colleague should only be discussed with the headteacher or deputy or, in the case of the headteacher, the chair of governors, Lisa Fairmaner and Annabelle Hughes.

Staff should not pass confidential information to spouses/partners.

Any issue which staff have been asked to keep confidential, must remain confidential. Clear ground rules will be set for any classroom work such as circle time and other PATHS sessions dealing with sensitive issues such as sex and relationship education and drug education. Staff are aware that effective sex and relationships education which brings an understanding of what is and is not acceptable in a relationship, can lead to the disclosure of a child protection issue. Strategies are in place for dealing with such disclosures. Staff will be proactive so children feel supported but information is not unnecessarily revealed in a public arena.

PROCEDURES - PARENT HELPERS AND VOLUNTEERS

As parents involve themselves with the school they become members of a professional team. As such we ask them to complete an application form, sign a copy of our Volunteer Agreement form and attend in house safeguarding training and complete online Level 1 Safeguarding training prior to starting in school. We also provide them with a guidelines booklet which includes expectations on confidentiality, safeguarding, and health and safety.

Parents, particularly those who volunteer their time to help the school during the school day, will see and hear a great deal in the classroom but must not discuss any of this information with the wider community. Parents working in classrooms do so on the understanding that they support teaching staff and will not pass opinion on such matters as discipline or teaching styles outside of the school. We do not assign volunteers to the class that their child is in.

Parents need to acknowledge the fact that some circumstances may not be fully understood by them because the teacher may not be at liberty to discuss them, e.g. confidential aspects of the children's lives which may affect their behaviour or progress. Volunteers know that if they have a concern about a child or if a child has made a disclosure to pass this onto the class teacher.

PROCEDURES – GOVERNORS

The important role of the Governing body ensures it has to be informed of highly personal and confidential matters at each meeting. The Governors' Guide to the law states: 'how individual governor's vote, and opinions by governors involving a named person which are in a way sensitive or critical, should always be regarded as confidential'. Although decisions reached at governors' meetings are normally made public through the minutes and otherwise, the discussions on which decisions are based will be regarded as confidential.

To help Governors understand the professional balance which needs to be maintained, the following points should be considered:

- No information about individual children's assessment and test results, other than that legally required, should be passed on to others.
- All papers relating to the governing body should be stored securely.

- Governors should not pass confidential information to spouses/partners.
- Email communication should only be sent to addresses that can only be accessed by the named governor (individual governors should inform the chairs, Christina Powell and Melissa Shaw if their email address can be accessed by anyone other than themselves). The Chair and Vice Chair have @meadlands.richmond.sch. email addresses.
- Details of a headteacher's performance review should only be discussed by those governors directly involved in the review.
- Paperwork containing individual salaries remains confidential to the Resources Committee.
- It is important to label minutes of meetings as "draft" before they have been approved by the group.
- Any issue which governors have been asked to keep confidential, should remain confidential.

If governors receive complaints about governors, the headteacher or a member of staff it is important that they first ascertain that the complainant has first attempted to resolve differences with the person concerned. On those rare occasions when complaints need to be made formal, written complaints should be passed directly to the chairs, (complaints re headteacher and governors) or head (complaints re staff), so all governors are available to act impartially as panel members at complaint hearings. It is for the complainant to decide whether or not their concern should become a formal complaint.

Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside Governing Body meetings.

Updated Feb 2026



Signed
Chair of Governors
Christina Powell

Date 10/02/2026



Signed
Headteacher
Jo Wreford

Date 10/02/20246