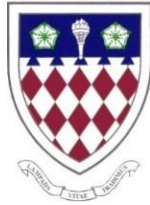


# SPALDING HIGH SCHOOL



## CONFIDENTIALITY POLICY

---

<b>HEADMISTRESS:</b>	<b>Mrs M K ANDERSON</b>
<b>DEPUTY HEAD TEACHER:</b>	<b>Mrs T WALDRON</b>
<b>SAFEGUARDING LEAD:</b>	<b>Mrs L RAY</b>
<b>DEPUTY SAFEGUARDING LEAD:</b>	<b>Mrs N NORTON</b>
<b>LINK GOVERNORS:</b>	<b>Mr E FRAGALE (Safeguarding)</b> <b>Mrs F HAUNCH (Dep Safeguarding)</b>
<b>DATE AGREED:</b>	<b>February 2025</b>
<b>REVIEW FREQUENCY:</b>	<b>Biennial</b>

### **Related Policies:**

Child Protection & Safeguarding  
Privacy Notice

---

**Chair of Governors**

---

**Date**

---

**Headmistress**

---

**Date**

### **Executive Summary:**

- 1.1 This executive summary sets out the School's arrangement for managing issues of a confidential nature and should be read in conjunction with our Safeguarding Policy and Privacy Notices.
- 1.2 Where possible, school matters will be dealt with confidentially with the circle of knowledge kept to only those who need to know about the matter in hand.
- 1.3 However, the School has a duty of care to the child and in certain circumstances, such as matters relating to child protection or to illegal activities, no member of staff can guarantee to keep information confidential.
- 1.4 In some instances the School will be legally bound (where absolutely necessary), to share information with external agencies such as Social Services, The School Nursing Team, Lincolnshire Health Team, the Police or child protection agencies.
- 1.5 Where possible, we involve parents/carers as much as we can, in their child's situation. However, the School reserves the right, where it is considered to be in the child's best interest, not to inform parents/carers but to share details with the appropriate external agency.