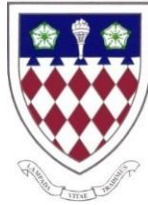


SPALDING HIGH SCHOOL



CONFIDENTIALITY POLICY

HEADMISTRESS:	Mrs M K ANDERSON
DEPUTY HEAD TEACHER:	Mrs T WALDRON
SAFEGUARDING LEAD:	Mrs L RAY
DEPUTY SAFEGUARDING LEAD:	Mrs A SCHWARZ
LINK GOVERNORS:	Mr E FRAGALE (Safeguarding) Mr S WILLIAMS (Dep Safeguarding)
DATE AGREED:	January 2023
REVIEW FREQUENCY:	Biennial

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.