

Manningham Community Nursery Schools Federation

Reviewed March 2021
Approved by Governors May 2021

Confidentiality Statement

- Everyone has the right to their personal information remaining confidential. Personal information should not be shared without permission, unless there is a safeguarding issue.
- Private discussions about school users or other members of staff must not take place in a public place
- Personal staff and governor details such as telephone numbers and home addresses must not be given to clients. Contact must be made through the School.
- Employees and governors personal details must not be given to another employee/anyone else unless this has been discussed and agreed previously
- Staff must accept responsibility for requesting that confidential information shared through mentoring will not be passed on. (If the information shared with a line manager is work related it may be shared with the Senior Leadership team)
- Confidential information should not be discussed or left in a public place within the school.
- Confidential information about school business must not be discussed away from the building unless at a professional meeting

This statement should be read in conjunction with both the Safeguarding, GDPR and ICT policy.

(The confidentiality statement is subject to disciplinary procedures as stated by Bradford Council)