

# The St. Bart's Multi-Academy Trust Confidentiality Policy Statement

## St. Bart's Vision and Values

### Releasing Potential together through



We have a **Passion** for releasing potential in all our children and staff through the **Encouragement** and development of **Ambition**, aspiration and excellence in all aspects of our work. Our commitment is to place children at the centre of everything we do. Working in **Collaboration**, we strive to provide the highest quality of educational experiences and outcomes for young people in an inclusive environment. Through the **Enjoyment** of learning, we live life together in all its fullness through **PEACE**.

We believe this vision empowers children with the skills to make a positive impact on the future of the communities they serve.

Our Trust Christian ethos is also captured by the **PEACE** values and all schools work in close partnership (whether C of E or community) to ensure that all children, adults and the communities they serve flourish just as Jesus encouraged us to do in John 10:10 –

***“I have come that they may have life, and have it to the full.”***

Academies hold a lot of confidential information about pupils, staff and sometimes parents and carers. Whilst it is important that St Bart's Multi-Academy Trust continues to develop positive ways to use that information, it is recognised that it is the Trust's responsibility to use, hold and safeguard information received.

St Bart's Multi-Academy Trust is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. Its obligation to comply with the Data Protection Act 2018, the UK GDPR and other legislation and statutory guidance underpins its management of data.

Everyone in our Trust is expected to work within the guidelines of this Confidentiality Statement, this includes all staff, governors, students on placements, volunteers and visitors:

## Guidelines

- i. All information about individuals is private and should only be shared with those staff that have a need to know.
- ii. All personal information about pupils including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.
- iii. The Trust continues to actively promote a positive ethos and respect for the individual.

- iv. All pupils and adults have a right to the same level of confidentiality irrespective of age, gender, ability, culture, race, language, religion or sexual identity.
- v. Parents/carers will have ready access to files and records of their own children - but not any other pupil.
- vi. Staff will not discuss individual children with people other than the parents/carers of that pupil or other professional bodies, linked directly to the education and safety of the child.
- vii. Information given by parents/carers to academy staff will not be passed on to third parties, unless the information forms part of a safeguarding concern.
- viii. Staff should exercise prudence and consider the dignity of individuals during conversations on the academy site, for example in the staff room, particularly if non-members of staff are present.
- ix. HR / personnel issues will remain confidential to the people involved. Members of the leadership team may need to be involved if it involves monitoring attendance. HR involvement will be sought to support if necessary.
- x. All staff members have access to a copy of the Academy Handbook and the Trust Staff Code of Conduct which highlights confidentiality in the Data Protection and Confidentiality section.

The academy will endeavour to conduct meetings/interviews in a private place.

- i. All data will be processed and held in line with the Trust Data Protection Policy. In the event of information and data being shared with external or inappropriate parties, the situation will be dealt with in accordance with the Trust Data Protection Policy.
- ii. Staff members who manage or have access to an academy's data will always uphold the academy's obligation to process personal information fairly and lawfully, and keep the information they hold safe and secure.

## Governors/Trustees

In consideration of this statement, governors/trustees have agreed to maintain complete confidentiality in the execution of their responsibilities and are particularly mindful that from time-to-time issues are discussed or brought to their attention about staff and pupils.

Governors/Trustees understand the requirement to observe complete confidentiality, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors'/trustee meetings are normally available to the public on request through the minutes, the discussions on which decisions are based are regarded as confidential.

Governors/Trustees have agreed to exercise the highest degree of prudence when discussing potentially contentious issues which arise outside the termly LGC meetings and understand that upon leaving office, the requirement for confidentiality regarding any matters of Trust / academy business continues to apply.

## Non staff members

Non-members of staff, for example, students and volunteers, will be asked to follow the principles of this confidentiality policy statement and sign to confirm it has been read and understood.

**Date:** December 2023

**Review Date:** December 2024