

## Kilronan School Confidentiality Policy

The staff at Kilronan School aim to provide a happy, safe and stimulating learning environment for all pupils. Parents entrust their children to our care and it is our responsibility to ensure that the highest standards of safeguarding and protection are in place for every individual.

Confidentiality is a vital element of the induction process which is in place for all staff and those on placement (see Induction Policy).

It is essential that:

- Information about pupils is not disclosed to anyone outside school.
- School issues are not discussed with anyone outside school.
- Individual pupil progress should not be discussed with parents or anyone outside of school (parental or other queries should be referred to the Principal or Class Teacher, as appropriate).
- School documents (policies, procedures, etc) should not be duplicated or distributed to any person or outside agency without seeking permission from the Principal.
- Personal information about staff should not be disclosed outside of school, e.g. addresses or telephone numbers should not be given without the consent of the person concerned, except in the case of an emergency.
- It is essential that any information known about pupils outside of the school capacity e.g. clubs, respite centres, etc. should not be shared directly with school and vice versa. Any relevant information should be discussed and shared only through line managers.
- Home school diaries are read only by the classroom team.
- Photographs and information relating to pupils are not taken by staff, volunteers or students, for use in coursework or outside of school, without consent being sought in writing from parents.
- In the best interest of safeguarding students will be only be able to use photographic evidence for use in portfolios using school photographic equipment. Images must be downloaded and printed on the school premises and no digital images can be taken out of school. Personal mobile devices must not be used in any circumstances to take taken images within school.
- There should be no reference to school via social networking.