CONFIDENTIALITY AGREEMENT

Learning Academies Trust

Version: 1.2

Approved by: LAT Audit & Risk Committee

Approval date: July 2025

Last review date: June 2025

Next review date: June 2026

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CHANGES

Policy date	Summary of change	Policy Owner	Version	Review date
01/02/2024	Policy has been created.	Kelly Miller, Apex HR	1.0	01/02/2025
30/06/2025	Policy reviewed	Emma Moehle, Apex HR	1.2	30/06/2026

1. INTRODUCTION

Our schools deal with a lot of important and private information, including details about the school itself and personal information about pupils, staff, and others in our school community. To make sure everyone understands how to handle this information responsibly, we have a simple and clear confidentiality agreement. This helps everyone in the school community know the boundaries of their legal and professional roles, especially in areas like child protection. While it's important to share information to keep pupils safe and thriving, we want to do it in a way that meets legal requirements and is easy for everyone to understand.

2. GUIDELINES

1. All personal information about individuals, including children, families, colleagues, governors, and visitors, is confidential. Share this information only with staff who genuinely need to know.
2. Personal information provided to the school by third parties, like social services or medical professionals, should be stored securely and accessed only by those who require it for their roles.
3. Follow clear guidelines for handling child protection incidents and sharing information to safeguard children. Staff should receive regular training on these procedures.
4. Be cautious when sharing personal information. For hard copies, use envelopes or files, and ensure they are securely stored or destroyed. When sharing electronically, double-check recipients and attachments before sending.
5. Staff members should know what information they are entitled to see based on their role and receive proper training. If unsure, clarify with a manager, senior leader, or the Designated Safeguarding Lead.
6. Parents and children should trust that their information remains confidential and is shared only when legally required.
7. Ensure equal confidentiality for all children, regardless of gender, race, religion, medical concerns, or special educational needs.
8. Confidentiality is a collective responsibility. Even if sensitive information seems widely known, avoid assuming it's appropriate to discuss or share further.
9. Staff should be aware of children with medical needs, and related information should only be accessible to staff who require it.
10. Information about children will be shared with their parents/carers, but access to other children's work, marks, and progress is restricted.
11. Addresses and phone numbers of parents and children will generally not be shared without consent, unless there's an appropriate GDPR exemption.
12. Governors must treat any confidential information discussed or brought to their attention about staff and children with utmost confidentiality.
13. Governors must maintain complete confidentiality when requested by the Governing Body or the Headteacher.
14. When involved in a disciplinary or grievance investigation, avoid discussing the matter with anyone other than the investigator.
15. Information that is not personal may still be confidential if it relates to school events, notices on staff noticeboards, or other non-public information.
16. This agreement does not prevent individuals from following the school's policy for raising grievances or whistleblowing.

17. Be cautious about making comments on social networking and internet sites, as breaches of confidentiality can lead to disciplinary action.
18. Staff and governors should not engage with the press about school matters, and all press inquiries should be directed to the Headteacher or Trust CEO.
19. All staff and governors are expected to sign a Confidentiality Agreement at the beginning of their employment or term in office.
20. Non-staff members (e.g., contractors, pupils, volunteers) will also be asked to follow these guidelines and sign a confidentiality agreement.