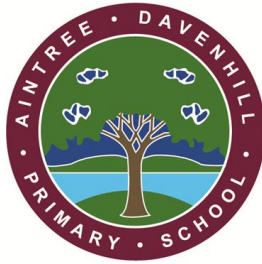


AINTREE DAVENHILL PRIMARY SCHOOL



CONFIDENTIALITY STATEMENT

Adults working with children in school will be privy to information about children and their families which is not in the public domain. Adults who receive such information, in the course of their work at Aintree Davenhill, should share that information only within appropriate professional contexts.

In deciding whether or not to share confidential matters adults should always consider the following:

- Is it in the best interests of the child (and family)?
- Who needs to know?

Sharing confidentially held or indeed overheard information about a child for any other reason than that they need to know, or that it is in the best interest of the child, is not acceptable.

Adults at Aintree Davenhill should inform the Headteacher, or Assistant Headteachers in her absence, of any matters which they consider to be important and confidential. The Headteacher will pass on information about children or shared by children only on a need to know basis.

Child Protection Issues

Staff (and adults working in school) have a professional responsibility to share relevant information which concerns the protection of children. If a child confides in a member of staff and requests that the information be kept secret, it is important s/he is told at the outset that unconditional confidentiality is not an option (see safeguarding policy).