



*Holding Hands with Jesus as we love, learn and grow together*

**St Columba's Catholic Primary School**

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*LA/DfES Number:* 340/3357

*Headteacher: Miss M Evans  
Deputy Headteacher Mrs V Oprey*

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## Confidentiality Policy

### OVERVIEW

This policy has been written in partnership with the staff and leadership team of St Columba's Catholic Primary School.

### PURPOSE

The purpose of the policy is to clearly outline the expectations that we as a school have, of not only of our employees, but also of any volunteers, students or trainees who may come into our school.

High professional standards regarding confidentiality are expected because they safeguard the interests and well being of all individuals in our school community.

Behaviour that breaches confidentiality, or that threatens to undermine professionals working within our setting, children who attend our school, or any member of the local community that we serve will not be tolerated.

### POLICY STATEMENT:

As a condition to, and in consideration of, matters of a confidential nature being discussed during your attendance to any meetings or activities within St Columba's Catholic Primary School, you agree to keep confidential all such discussions, and agree not to disclose in whole or in part any confidential information learned or discuss such matters with any person outside the school, unless and until such time as an official external announcement is made in relation to the subject matter thereof.

Policy agreed October 2017

Signature of Chair

*Mrs J Simms*

Signature of Head Teacher

*Miss M Evans*

Date to be reviewed

October 2018

