



CONFIDENTIALITY POLICY

**For the avoidance of confusion 'Staff' refers to those employed on a permanent contract, temporary, casual or Voluntary/Work Experience capacity.*

Staff should make sure that they do not disclose confidential information to anyone who has no right to receive it and do not say or write anything that would constitute a breach of confidence. Confidential information relating to employment, or the school should only be communicated on a need-to-know basis or with the specific permission of the Head.

Use of materials and equipment provided by the Local Education Authority or school should not be used for purposes unconnected with employment. All staff should be vigilant about where they leave laptops and removable discs. Staff should always use public funds to the best advantage of the school, community and Local Education Authority and adhere to high standards of probity in their use.

Staff should comply with the Council's and school's standing orders details of which are contained in the LA's Scheme of Delegation. These standing orders cover the declaration to the Head or Head of Service of any indirect or direct financial interest in any contract or any other matter involving the Council or the school. This is particularly relevant in cases of tendering or in the selling of surplus equipment or property. Heads should disclose such interest to the Chair of Governors or in case of doubt to a senior officer of the LA.

Staff should not solicit or accept any gift, loan, fee, hospitality or other reward which influences the way in which they carry out their duties. They should not influence or be influenced unfairly in the way they carry out their duties by ties of kinship or friendship, or by some other association or loyalty.

Care should be taken to avoid any conflict of interest between activities outside the school and professional responsibilities. Staff should not undertake work or engage in activities by virtue of their position. In no case should outside activities bring the school into disrepute.

Staff should not, without authority from the governors and Headteacher, undertake activities unconnected with their professional role during working hours.

Review Date: November 2025