



Confidentiality Policy

Purpose

To ensure the safety and well-being of every child while providing clear guidance to staff regarding their legal and professional responsibilities in handling confidential information. This policy promotes good practice understood by children, parents/carers, and staff.

Principles

BilinguaSing places the child at the centre of learning and aims to create a safe, secure environment aligned with current child protection and safeguarding standards. Confidentiality is crucial to maintaining trust among all stakeholders. Information will be handled responsibly and only shared when necessary and appropriate.

Objectives

- To consistently manage information about children within the organisation.
- To foster a culture of trust where children and staff feel safe sharing concerns.
- To ensure all staff, parents, and children understand the confidentiality policy and its limits.
- To reassure children that their best interests are paramount.
- To clarify that unconditional confidentiality cannot always be guaranteed, especially in cases involving child protection.
- To follow correct procedures when child protection issues arise.
- To maintain confidentiality as a collective responsibility across the organisation.
- To respect parents' rights to access their child's records, but not those of other children.

Guidelines

Information Handling:

- All personal information about children is confidential and shared only with staff who need to know.
- Sensitive data (social services, medical, personal) must be securely stored and accessible only to authorised staff.
- Information collected for one purpose must not be used for another.

Safeguarding and Child Protection:

- The business owner acts as Safeguarding/Child Protection Lead and undergoes regular training.
- Staff receive regular training on child protection policies and procedures.
- Procedures exist for handling accusations against staff.
- Staff are trained to handle disclosures sensitively and understand the implications of confidentiality.

Communication and Transparency:

- Parents and children should know that confidentiality may be broken in exceptional cases, especially for child protection or criminal matters.
- Staff maintain open communication with parents, carers, and children.
- Children are encouraged, and sometimes supported, to talk to parents about concerns.
- Confidentiality applies equally to all children regardless of gender, race, religion, medical needs, or special educational needs.

Classroom and Group Settings:

- Clear ground rules for confidentiality are set during lessons involving sensitive topics.
- Strategies exist to manage sensitive information carefully and avoid unnecessary public disclosure.

Data Protection and Security:

- Staff laptops and devices are password-protected and backed up securely.
- Contact information of parents and children is not shared except under exceptional or legal circumstances.

- Photographs of children require parental permission before use outside the organisation, and children are never identified by name alongside photos.
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Monitoring and Review

This policy will be reviewed regularly as part of the organisation's monitoring and evaluation process.

Confidentiality Agreement

All staff, volunteers, visitors, and directors must sign a confidentiality agreement affirming their understanding and commitment to uphold this policy, including not sharing information online or with unauthorised parties.

Signed Agreement Statement (Example)

I have read, understood, and agree to comply with BilinguaSing's Confidentiality Policy during and after my involvement with the organisation. I agree to discuss information only on a 'need to know' basis and to protect the privacy of all stakeholders.

Name: Emelyne Beucler

Role: BilinguaSing Teacher

Signature: *Emelyne Beucler*

Date: 01/09/2026
