



# CONFIDENTIALITY POLICY

Confidentiality refers to the limited use of information about Ballygiblin National School's pupils, parents and staff which may be obtained by staff during the course of their work. N.B. "Staff" refers to ALL staff in Ballygiblin National School including, ancillary staff, students on placement, substitute staff, coaches, mentors and bus escorts.

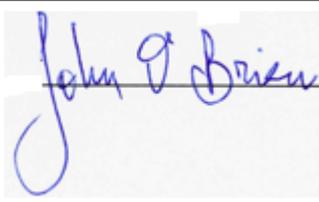
1. Sharing of any information should be done only on a need to know basis and only when it is in the best interest of the pupil or staff member concerned.
2. When meeting with parents, only information relating to their own child should be discussed. Staff should decline to enter into any conversation relating to other pupils in the school.
3. Pupil / school business should not be discussed outside school hours during social occasions by any member of staff. School business should not be discussed on transport vehicles or in areas of the school environment where non-staff members may be in a position to hear. It is particularly important not to identify any student by full name outside of the school building / premises.
4. Discussion of pupil / school business is strictly forbidden on social networking sites.
5. Care must be taken when commenting on a pupil's actions or behaviours, personal or family circumstances during conversations in the staff room. Only positive affirming comments may be made in the presence of others. **Staff are reminded that engaging such conversation while in earshot of others must be avoided.**
6. Student Teachers on placement can be made aware of Individual Behaviour Management Plans where relevant and at the discretion of the teacher.
7. Meetings involving confidential details in relation to school or pupil / family business should not take place in a public area where discussion can be overheard.
8. Family preference for privacy should be respected at all times.
9. Displaying of photos of pupils without naming the child and their work is commonly practised throughout the school. When pupils are named in photos, only first names should be used.
10. Names, address and phone numbers of any family should not be circulated to anyone external to the school without their consent. Names, address and phone numbers should not be on public display in the school or in individual classrooms.

11. Any information, written or recorded relating to a pupil is regarded as private and confidential and is only available to specific / relevant members of the school team and family. Such information can be released with consent of parents.
12. Private and sensitive information relating to a pupil and his / her family which comes to staff attention should only be discussed with the School Principal, Deputy Principal or Management Team present in the school and should not be shared publicly.
13. Behaviour records and attainment records for individual pupils should not be publically displayed in classrooms and should be identified by pupil's initials rather than full names.
14. Parents and students upon reaching the age of 18 are entitled to any information pertaining to them / to the child. Staff should always be mindful of what they document in relation to students.
15. Aladdin contains much private and sensitive information. It is access via staff computers and personal phones. These devices must have a secure password that is not shared with others.

## REVIEWING AND EVALUATING THE POLICY

The policy will be reviewed and evaluated after 4 years. On-going review and evaluation will take cognisance of changing information or guidelines, legislation and feedback from parents/guardians, students, school staff and others. The policy will be revised as necessary in the light of such review and evaluation and within the framework of school planning

### Signatures

	
<i>John O'Brien</i>	<i>David Hyland</i>
<i>Chairperson BOM</i>	<i>Principal</i>
<i>Date: 18/11/2025</i>	<i>Date: 18/11/2025</i>

Any breach of this policy may result in disciplinary action being taken by the Board of Management. Please ensure that any breach of this Confidentiality Policy is reported to the School Principal / Deputy Principal or most senior member of staff.