



Safeguarding Information Privacy Notice for Parents and Pupils

Why do we collect safeguarding information?

Our school is committed to keeping pupils safe. We collect safeguarding information to help protect your child's wellbeing, ensure they receive the right support, and to meet our legal duties under child protection laws.

What kind of safeguarding information do we collect?

We may collect and record:

- Concerns about a pupil's welfare or safety
- Relevant information from conversations or meetings with pupils, parents, or carers
- Reports from staff or external agencies (such as social care or healthcare professionals)
- Records of actions we've taken to help keep a child safe

How is safeguarding information stored?

Information is stored securely, either in locked cabinets or on secure digital systems with restricted access.

Only staff who need to know (e.g. Designated Safeguarding Leads) can access this information.

Who do we share safeguarding information with?

We may share relevant information with:

- Other staff in school, if they need it to support or protect a child
- Local authority safeguarding teams
- Health professionals or the police, if necessary
- Other schools (when a pupil transfers), so support can continue

We only share information when it's necessary, lawful, and in the child's best interest.

How long is the information kept?

Safeguarding records are kept in line with legal and local authority guidance and transfer with the pupils to their next school.

Your rights

You have the right to:

- Ask for a copy of the safeguarding information we hold about your child
- Request corrections if information is inaccurate
- Raise concerns with us if you think your information is being used unfairly.

Contact us

If you have any questions about how we use safeguarding information, please contact our Designated Safeguarding Lead or the school's Data Protection Officer.