

Confidentiality Policy



Rationale

This policy has been put in place to ensure that all children and adults within the school community can enjoy privacy from the discussion of confidential information. It will mean that the school treats the whole community fairly. As a result of this all children and adults will have disciplinary matters dealt with according to school policy and out of the eye of the wider school community.

Guidelines

- Staff will not discuss details of individual children to any person without a direct professional connection to and interest in the welfare and education of the individual concerned.
- Staff will not discuss an individual child's behaviour or personal circumstances in the presence of another child or parent in school.
- Individual children should not be discussed in the staff room during playtimes and lunchtimes unless it is in the form of a staff meeting, where no parents are present.
- A child's behaviour will only be discussed in detail with their parent or carer.
- Governors will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- At full Governing body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the Headteacher's Report under Part 2 confidential. This is not for the knowledge of persons outside the Governing body meeting. Matters in Part 2 are minuted separately and minutes are not published.
- Staff performance management will be carried out privately, with a member of the SMT and staff member. Targets for individuals, named lesson observation sheets and other performance data will be kept in the Headteacher's office.
- Matters of Child Protection are made known to staff only when it is necessary. (See Child Protection policy)
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- When volunteers are in the classroom working with the class they do not discuss educational matters outside the classroom. In addition they will not report to other parents any cases of poor behaviour. This allows the teacher to deal with matters in line with the school behaviour policy and on occasions allows the children to rectify the situation without the direct involvement of the parents where this is a suitable solution.
- Volunteers, students, supply teachers and Governors are asked to read this policy before working in school.

Equal Opportunities and S.E.N

On occasion Staff may wish to discuss an individual case with a class or group. For example if a child is visually impaired then they can be supported by their friends if they are aware of the situation. Where this is the case the permission will always be sought from the child and his/her parent before any information is disclosed.

Signed (Headteacher).....

Signed (Chair of Governors).....