



Confidentiality Policy

Written by The Staff of Durand

November 2007

Agreed 2008

Revised January 2017

Durand Primary School

Confidentiality Policy

Aims and Expectations

The aims at Durand Primary School are:

- For all children and adults in the school to enjoy privacy from gossip
- To enable the school to be fair to all its community
- For children and adults to have disciplinary matters dealt with according to school policy and out of the eye of the wider community

Guidelines

The following guidelines should be followed to ensure confidentiality for all staff, pupils and parents:

- Staff will not discuss details of individual cases arising in staff meetings to any person without a direct professional connection to and interest in the welfare and education of the individual concerned.
- No member of staff will discuss an individual child's behaviour in the presence of another child in the school.
- Staff will not enter into detailed discussions about a child's behaviour with other children or their parents.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be kept securely.
- Matters of Child Protection are made known to staff on a need to know basis. All Child Protection documentation is kept securely in the Headteacher's office.
- 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.
- There are occasions when parents share matters relating to a child's home situation / circumstances which may affect them in school. Staff are informed about these situations on need to know basis and a record is kept securely in the school office.
- Parents in school working as volunteers, in the classrooms or as part of the P.S.A., will not report cases of poor behaviour or pupil discipline to other parents in the school. This allows the teachers to deal with such matters in line with school policy and on occasions to allow children to put the matter right without the direct involvement of their parents.

- When volunteers such as parents are working in classes they do not discuss educational matters outside of the classroom. For example the specific use of teaching assistant time for particular pupils or groups of pupils, teaching assistants have different roles within a class, including the support of children with Additional Educational Needs, the provision and work with these children is for the teacher to discuss with relevant parents or carers.
- Governors, in particular those sitting on Discipline Committees, 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 pupils exclusion, personnel issues and personal details of any member of the school community are dealt with after the exclusion of press and public and are reported separately via 'pink papers'. This is not for the knowledge of persons outside the Governing Body meeting. 'Pink papers' are not public documents and may only be seen by the Governing Body. Others may only see these documents or sections of these documents if they are pertinent to themselves.

New staff members, students and volunteers will be made aware of this policy during the Induction process and will be expected to follow the above guidelines.

Equal Opportunities

Staff may wish to discuss an individual case with a class or group in order to make them aware of and for them to understand a particular need of the individual concerned. In such cases permission will be sought from the child and his/her parents or carers.

Monitoring and Review

The Headteacher monitors the effectiveness of this policy on a regular basis. She also reports to the Governing Body on the effectiveness of the policy and, if necessary, makes recommendations for further improvements.

The Headteacher ensures that new members of staff, volunteers, students and supply teachers read this policy before working in the school.

The Governing Body reviews this policy every two years. The Governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

Headteacher:

Chair of Governors:

Date: