

HOLYWELL PRIMARY & NURSERY SCHOOL

POLICY FOR CONFIDENTIALITY

RATIONALE

1. For children and adults in school to enjoy privacy from gossip.
2. To enable the school to be fair to all its community.
3. For children and adults to 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 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 parents.
- Staff will not enter into any discussions about another member of staff with other staff or parents.
- Governors, in particular those sitting on Disciplinary Committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside the meeting.
- Parents in school working as volunteers in the office, classrooms or as part of the Parents and Friends Association 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 the school policy and on occasions to allow children to put the matter right without the direct involvement of their parents.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Headteacher's office.
- Matters of Child Protection are made known to staff on a need to know basis.
- 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 such as parents and friends of the school are working in classes they do not discuss educational matters outside 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 the relevant parents or carers.
- Volunteers, students and supply teachers are asked to read this policy before working in school.
- Issues arising around school, for example incidents within the classroom or on the playground should not be discussed outside of school with third parties.
- Photographs of children should not be used without parents / carers permission especially in the press and on the Internet. The school gives clear guidance to parents about the use of cameras and videos during public school events. The Media Register will be used by the school in accordance with parents / carers wishes.
- Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, marks or progress grades at any time, especially at Parents Evening. However, parents should be aware that information about their child will be shared with the receiving school when they change school.
- All personal information about children, including social services records, should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes and social services minutes of meetings - reports will be circulated in envelopes and once read should be returned for secure filing.
- Logs of administration of medication to children should be kept secured and each child should have their own individual log.
- Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as Confidential and should be copied onto different coloured paper. These confidential papers should be destroyed. Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governor's meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should exercise the highest degree of prudence when discussion of potentially confidential issues arises outside the governing body.

- 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. This is not for the knowledge of persons outside the Governing Body meeting. These are minuted separately and minutes are not published.

Holywell Primary School has a duty of care and responsibility towards pupils, parents / carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the Key issue behind this document.

EQUAL OPPORTUNITES

Staff may wish to discuss an individual case with a class or group. For instance, it can support the inclusion of a child with Aspergers Syndrome or Autism, if their peers are made aware of the condition and so have some idea of what to expect. Similarly a child with visual impairment can be supported if his / her friends know how to look out for them in the playground. In such cases permission will be sought from the child and his / her parents or carers.

This policy will be reviewed annually by the Personnel Committee of the Governing Body.

Next Review - Autumn 2011

Signed:

Date: