



## Stokes Wood Primary School - Confidentiality Policy

### AIMS

The primary aim of this policy is to ensure the safety, well being and protection of our pupils and staff.

This policy also aims to:

- Ensure that the school's attitude to confidentiality is easily understood and that there is trust in the boundaries of confidentiality operating within the school.
- Allow children and adults in school to enjoy privacy from gossip.
- Enable the school to be fair to all its community.

### RATIONALE

At Stokes Wood Primary School we believe that:

- The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' well-being and safety.
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- Everyone in the school community needs to know that no-one can offer absolute confidentiality.
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to.

### GUIDELINES

In practise there are few circumstances where absolute confidentiality can be offered in a school. We strive to strike a balance between ensuring the safety, well-being and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection procedures and good practise are followed. Against this background, we adhere to the following 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.
- Staff will not enter into detailed discussions about a particular child's behaviour with other children or their parents/carers.
- 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 Head teacher'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.
- 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.
- Parents in school working as volunteers in the office, classrooms, or as part of the Social or Friends' group will not report cases of poor behaviour or pupil discipline to other parents. 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 and friends of the school are working in classes they do not discuss matters outside of the classroom.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be securely stored in the Head teacher's office. A copy will also be held by the person to whom the information pertains.
- 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.
- Volunteers, students and supply teachers are asked to read this policy before working in school.

### **Electronic Transfer of data**

Appropriate procedures and protocols are always followed to ensure safe and secure transfer of pupil, staff, family and school data between Stokes Wood and agencies and other schools. Data base transfer software is password protected.

### **Inclusion**

Where it is deemed that discussing an individual case with a class or group will support the inclusion of that child, permission will be sought from the child and his/her parents or carers prior to any such discussions taking place.

**Additional References:**

**Policies for:**

Good Behaviour and related policies

E-Safety Policy

Child Protection

Inclusion

Performance Management of Staff

The safe photography and video recording of school activities by parents/carers and pupils policy

Visitor's policy

Whistleblowing