

Pott Shrigley and Bollington St John's
Church of England Primary Schools



Sharing our Gifts and Growing our Talents Together

CONFIDENTIALITY POLICY

PURPOSE

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 their parents.
- Governors 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 Parents and Teachers 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 school policy and on occasions to allow children to put matters right without the direct involvement of their parents.
- 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 appraisal will be carried out confidentially. Targets for individuals, named lesson observation sheets and other performance data will be in the Headteacher's office and electronic records will only be available from the Headteacher's computer. A confidential report is made to Governors each term and a final end of year impact statement is completed.

- Matters of Safeguarding/Child Protection are made known to staff on a need to know basis. Support for vulnerable pupils and families is 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 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 the relevant parents or carers.
- Volunteers, students and supply teachers are asked to read this policy before working in school.

EQUAL OPPORTUNITIES

Staff may wish to discuss an individual case with a class or group. For instance it can support the inclusion of a child with additional needs, 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 to look out for them in the playground. In such cases permission will be sought from the child and his/her parents or carers.

Date: January 2016