

GREENVALE PRIMARY SCHOOL



CONFIDENTIALITY POLICY

Policy Date	September 2024
Signed by Head Teacher	Mrs A Allnutt
Review Date	September 2026

Monitoring

- The Headteacher will monitor the application of this policy and take appropriate steps to ensure that it is operating effectively.
- The policy will be reviewed bi-annually to ensure its effective application.

Policy Aim

- To protect children at all times and to give all staff involved a clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents / carers and staff.
- To foster an ethos of trust within the school.
- To ensure that there is equality of provision and access for all, including rigorous monitoring of protected characteristics and Special Educational Needs (SEND).

Rationale

- 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' wellbeing 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 practice 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 practice 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 as Confidential. This is not for the knowledge of persons outside the Governing body meeting. Confidential 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 Headteacher'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 and records are held securely.

- 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 Greenvale Primary School 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.

Linked Policies

Data Protection
Employee Code of Conduct
Equality Information & Objectives
ICT & Acceptable Use
Image Use
Online Safety
Safeguarding & Child Protection Policy
Social Media
Staff Disciplinary
Volunteer policy and code of conduct
Whistleblowing