



Policy for Confidentiality

Aims

- To protect children at all times
- To provide staff and other stakeholders with clear guidance about the levels of confidentiality they offer the school community and can also expect themselves.
- To ensure good practice is recognised throughout the school.

Objectives

- To provide a consistent message in school about the handling of information, promoting an ethos of trust and ensuring staff, pupils and parents are aware of the school's policies and procedures.
- To ensure that confidentiality is a whole school issue and that during lesson time, such as circle time and P.S.H.E sessions, ground rules are set for the protection of all.

Guidelines

Pupils and parents should be aware that school staff cannot offer unconditional confidentiality.

Pupils will be advised beforehand if any information they have shared, in any forum, is to be shared with others, before information is discussed or passed on.

Staff will not discuss details of individual cases arising in staff meetings with any person without a direct professional connection to the individual.

No member of staff will discuss an individual child's behaviour in the presence of other children or other parents.

School staff will not break confidentiality except where child protection is an issue or there is evidence of criminal activity putting a child at risk. However, at Leftwich Community Primary School, we believe it is important that staff are able to share their concerns about a child with colleagues in a professional, supportive manner, on a need to know basis. They will receive support in this from the nominated member of staff and/or governor for Child Protection.

Health professionals have their own code of practise for dealing with confidentiality. Staff should be aware of pupils with medical needs and ensure any information sheets are available and accessible for view by those who need to know. To protect the child's confidentiality this information will not be on view in public areas.

Staff performance management will be carried out privately. Performance data will be stored in the headteacher's office and electronic records will only be stored on the headteacher's computer.

At full Governing body meetings confidential personnel or pupil issues will be dealt with under Part 2 of the Headteacher's Report and will be minuted separately.

Volunteers will not talk about cases of poor behaviour or educational attainment to other parents outside the classroom.

Volunteers and students should feedback on children's achievements to the class teacher or teaching assistant.

Photographs and images for the website will only be used with the permission of their parents/carers and full names will not be used in the press or on websites.

School will give parents/carers/visitors guidance about the use of cameras/video recorders at public school events. If use is permitted, such images should be for their family use only and not shared in the public domain.

Specific mention of any pupil, parent, member of staff or volunteer must not be included in any social networking site. There should be no contact with any pupils past or present by any school employee or volunteer. Any abusive or inappropriate comments relating to school should be reported immediately to the site.

Review

This policy will be reviewed by the Governors every three years

Signed:

Position:

Date:

Date of Review: