

# Dilton Marsh Church of England Primary School

## Policy for Confidentiality

### Rationale

1. To foster an ethos of trust within school
2. For children and adults in school to enjoy privacy from gossip
3. To enable the school to be fair to all its community
4. 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

- All information about individual children is private and should only be shared with those staff that have a need to know.
- Photographs of children should not be used without parents/carers permission
- 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/learning in the presence of another child in the school.
- Staff will not enter into detailed discussions about a child's behaviour/learning with other children or their parents.
- 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 Friends and Parents 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 the matter 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 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 and electronic records will only be available from Headteacher's computer.
- Matters of Child Protection are made known to staff on a need to know basis.
- Parents/carers and children need to be aware that the school cannot guarantee total confidentiality and the school has a duty to report child protection issues.

- 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.
- Information about children will be shared with parents but only about their child. Parents should not have access to any other child's books, mark and 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.
- 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.
- Logs of administration of medication to children should be kept secure and each child should have their own individual log.
- All staff, 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 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 to look out for them in the playground. In such cases permission will be sought from the child and his/her parents or carers.

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I the undersigned have read understood and agree to comply with this policy

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Signature

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Full Name