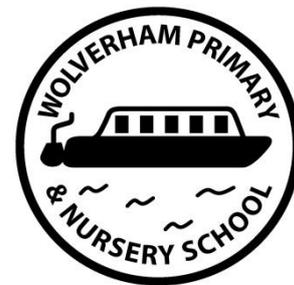


Wolverham Primary and Nursery School



Confidentiality Policy

Additional References

Policies for: Additional Educational Needs
Students and Volunteers
Appraisal for Staff
Behaviour and Discipline
Whistleblowing

Documents: SEN Code of Conduct for Adults working with children

Rationale

- 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 privately without involvement and judgement from the wider school community.
- 4 To respect the privacy of all members of the school community.

Guidelines to ensure that confidentiality is given the utmost importance and priority within our school:

- ❖ Staff will not discuss details of individual cases with any person without a direct professional connection to and interest in the welfare and education of the individual concerned.
- ❖ Prior knowledge e.g. information from other schools/outside agencies will not be discussed or used to pre-judge pupils.
- ❖ 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, 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 classrooms, or as part of the Friends of the School 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/Appraisal will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the headteacher's office/online secure system and electronic records will only be available from the Headteacher.
- ❖ Matters of Child Protection are made known to staff on a need to know basis and stored securely in a locked area.
- ❖ 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.
- ❖ Staff who have children at the school will not become involved in any disciplinary matters concerning their own child or their friends.

- ❖ Volunteers and Students should feedback on children’s achievements to the class teacher or teaching assistant. They should not feedback directly to the child’s or any other parent or carer.
- ❖ Volunteers, students and supply teachers are asked to read this policy before working in school.
- ❖ All Mid-Day staff are also asked to read this policy and to sign the code of conduct document.
- ❖ No photographs of pupils are to be taken on mobile phones nor stored on laptops, iPads, macs or other devices that are removed from the school building (with the exception of photos on residentials and blogs on mobile phones and they are to be deleted immediately after uploading onto the blog pages).
- ❖ The use of mobile phones during the school day should be minimal (break and lunchtimes). Phones should be switched onto silent and stored away unless required in an emergency. Mobile phones are only permitted for use within the PPA, pre-school kitchen and staff room.

Social Networking Sites

The following guidelines for social networking sites (such as Facebook, MSN, Twitter etc.) **apply to all members of staff and volunteers in school.**

- ❖ There will be no mention of the school’s name or any pupil, parent, member of staff or volunteer associated with school.
- ❖ At no time should social networking sites be accessed during the school working day.
- ❖ No comments such as ‘had a bad day’ or ‘too much to do at work’ to be published that may cause people to think badly of the school or possibly relate to the school.
- ❖ Comments about other members pages are not to be shared within the school building.
- ❖ There will be no contact with pupils, either past or present.
- ❖ Any abusive or inappropriate comments relating to school, or anyone associated with school, will be reported using the appropriate link provided by the social networking site in question.
- ❖ Parents or carers of pupils within our school community should not be added as friends unless agreed with a member of the SLT.
- ❖ Profiles should be set to private so only chosen people can view pages.

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 Asperger’s 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 after consent has been given by the headteacher.

Contact With Parents/Carers

Everyone working within the school community has a position of trust and needs to uphold the professionalism of the school. Contact with parents/carers needs to be on a minimal basis. Unless there are specific reasons (which need to be agreed with the Headteacher), contact should not be made outside of school. If contact is made the Headteacher or Deputy Headteacher must be informed. **Under no circumstances must telephone numbers be taken off site** (except named leader on a school residential or visit, all contact details to be shredded back at school).

If at any time a member of staff has any concerns they must follow the whistleblowing procedures and inform the Headteacher or Chair of Governors without delay. Any Safeguarding concerns must be reported to the Headteacher (Safeguard Lead) or the Deputy or Learning Mentor immediately.

Policy updated September 2016

Review date September 2018

I have read the Confidentiality Policy and agree to adhere to all expectations. (Please sign and return to the Headteacher)

Signed Dated