



# THE ABBEY CE VA PRIMARY SCHOOL

## Confidentiality Policy

**Implementation Date: February 2015**

**Reviewed Date: March 2018**

**Next Review Date: March 2020**

There are many individuals within the Abbey School community. The aim of this policy is to make clear how school practice respects the right of every individual to confidentiality.

### **Staff**

There are four main points for staff to bear in mind:

- Details of children, including phone numbers and addresses, should not be disclosed to any parents other than those of the child concerned;
- Information regarding a child's progress, positive or negative, is passed on only by the class teacher concerned, or the headteacher, to the parent;
- Discussions about a child between teachers and/or parents should take place in a secure setting where others cannot overhear what is being said;
- Staff should feel that they can talk freely about children in the staffroom, safe in the knowledge that what they say will not be repeated elsewhere.

### **Parents/volunteer helpers**

Parents working as voluntary helpers in school are working within the school team. Parents should understand that anything seen or heard within the classroom stays within the confines of the school and should not be discussed in the wider community.

Voluntary helpers need to acknowledge that, although they may be working with individual children within a class, teachers are not able to discuss information relating to the circumstances of individual pupils' lives which may affect their

behaviour or progress. The importance of confidentiality will be made clear to all volunteers working in school. We expect parents and other helpers to respect this at all times. (See Volunteer policy and agreement.)

### **Governors**

The important role of the Governing body may be informed about highly personal and confidential matters during the course of meetings. The *Governors' Guide to the Law* states: "how individual governors vote, and opinions by governors involving a named person which are in a way sensitive or critical, should always be regarded as confidential." (See *Governors Code of Conduct*)

To help Governors be aware of the sensitive aspects of their role, the following points should be considered:

- No information relating to pupils' assessments and test results, other than that legally required, should be passed on to others. Percentage reports can easily give away individual results, e.g. it is often too easy to calculate which child represents 3%.
- Insecure filing of confidential papers out of school.
- Passing information to partners.
- Insecure discussion of Headteacher performance review details.
- Documentation containing salary details remains confidential to the Pay and Personnel Committee or the Finance Committee.
- Passing confidential information inadvertently to others through email.

In the rare event of a governor receiving a complaint about a member of staff, headteacher or another governor, the school Complaints Procedure should be followed.

### **Child Protection**

Any concerns relating to the safety or well being of a child should be passed directly to the Designated Child Protection Officer (headteacher), as detailed in the Child Protection Policy.