

HURST PRIMARY SCHOOL



Confidentiality Policy

Policy Reviewed: Autumn Term 2015

To be Reviewed: Autumn Term 2017

Signed:

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Dated: 19/11/2015

HURST PRIMARY SCHOOL

Confidentiality Policy

It is our intention to respect the privacy of children, their parents and carers, staff members and governors at Hurst.

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their child.

It is important that the whole school follows the same clear and explicit policy.

To ensure that all those using, and working in, the school can do so with confidence, we respect confidentiality in the following ways:

- Parents have access to the files and records of their own children but do not have access to information about any other child.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need to know" basis.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Parents in school, working as volunteers, or as part of the Parents Association, do not report cases of poor behaviour or pupil discipline to other parents. This allows teachers to deal with such matters in line with school policy.
- When volunteers, such as parents, are working in classes, they do not discuss educational matters outside the classroom. For example the specific use of TA time for particular pupils or groups of pupils. TAs have different roles within a class, including support of pupils with AEN. The provision and work for these children is for the teacher to discuss with the parents or carers.
- Governors, in particular those sitting on the Behaviour and Discipline Committees, do not divulge details about individuals to any person outside the meeting.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes awareness of the importance of confidentiality.
- Issues relating to employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Staff performance management will be carried out privately. Following the end of year review meeting targets for individuals, named lesson observation sheets and other performance data will be in the Head Teacher's office. No other copies will be kept.
- Volunteers, students and supply teachers are asked to read this policy before working in school.

This policy sits in conjunction with the schools policies on Child Protection, Sex Education and Drugs Education.

This policy is monitored by the governing body and reviewed every two years.