

# Confidentiality Policy

## Bonneygrove Primary School



<b>Subject:</b>	<b>Confidentiality Policy</b>
<b>Approval date:</b>	<b>September 2023</b>
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<b>Approved by:</b>	<b>Shen Hasekilerden (Chair of Governors)</b>



## **BONNEYGROVE PRIMARY SCHOOL**

### **Introduction:**

Confidentiality is an essential part of our school ethos. It is an important expectation of all groups who work with and support within the Bonneygrove school community (including parents and volunteers). This policy aims to clarify information regarding safeguarding of all involved.

### **Staff:**

There are four main points to remember:

- Details of pupils are not to be disclosed to any parents or carers other than those of the pupil concerned
- Information regarding a pupil's progress is passed on to the parent or carer by the class teacher or the Head teacher unless specific circumstances arise where a key person (through discussion and agreement with the Head teacher and family) may also be involved.
- Staff should feel that they can talk freely about pupils in the staff room, safe in the knowledge that what they say will not be repeated elsewhere.
- Discussion or conversations on social media relating to the conduct of children and members of staff between staff is unprofessional and unacceptable.

### **Parents:**

As parents provide support in school and on day trips, they become members of the professional team. Parents in these situations will see and hear a great deal inside and outside the classroom but must not repeat anything or discuss anything in relation to children other than their own. Details relating to practice or individual children, or staff should not be discussed or shared on social media away from school in the wider community.

Whilst your child is working remotely or using technology, in school or at home, no screen shots or personal information should be shared. Please see our E-Safety Policy and Home School Agreement.

Parents should also be aware that there are some circumstances where the teacher is unable to discuss confidential pupil details which may be affecting their behaviour or progress.

Any parent working as a volunteer helper in the school will be asked to sign a confidentiality agreement form following access to this policy. This slip must be signed on an annual basis. Any proven breaches of confidentiality will result in volunteers being banned from volunteering inside the school building.

## **Governors:**

The Governing Body always acts and makes decisions as a corporate body, and this minimises the need for discussions to take place beyond Governing Body Meetings. Any discussions and supporting paperwork that forms part of the Governing Body and Governing Body Committee Meetings is deemed to be confidential at all times. Some items will need to be treated as specifically confidential when the rest of the agreed minutes come into the public sphere. Minutes specifically relating to confidential items will be recorded and appended on a separate confidential attachment. The Herts Welcome to New Governors in Hertfordshire Handbook states:

*‘Governors must observe complete confidentiality, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors’ meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be treated as confidential. Governors should exercise the utmost prudence when discussions of potentially contentious issues arise outside the governing body’.*

At Governing Body meetings highly personal and confidential matters are discussed. 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.”*

To help governors understand the fragility of their role, the following should be considered:

- No information regarding pupils’ assessment or test results, other than those legally required, should be shared with others
- Confidential papers should be kept in a secure place
- Information should not be shared with partners
- Any details of the Head teacher’s performance review must remain strictly confidential to those present at the review
- Paperwork containing details of staff salaries should remain confidential to the Resources Committee
- Minutes of meetings should be labelled as draft until they have been approved

Any complaints made regarding a member of staff, or a governor should initially be discussed with the Head Teacher. If a parent decides to make a formal, written complaint regarding a member of staff, this should be passed to the Head teacher. In the case of a complaint regarding a governor or the Head, the letter should be passed directly to the chair. This is to ensure impartiality of panel members at complaint hearings. Governors approached by parents need to steer them in the direction of the school staff rather than becoming involved in direct discussions.

This document should be read in conjunction with the following agreed whole school policies:

- Child Protection
- Whistle Blowing
- Disciplinary and Capability
- Complaints Procedures
- Code of Conduct