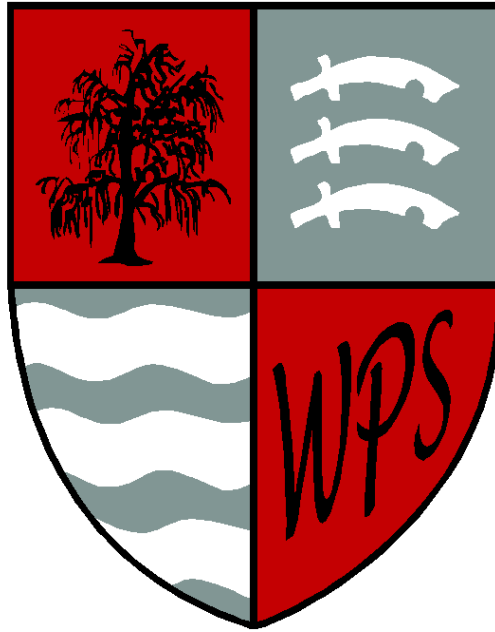


Willowbrook Primary School



Confidentiality Policy

AIMS

The primary aim of this policy is to ensure the safety, well-being and protection of our pupils and staff.

This policy also aims to:

- ensure that the school's attitude to confidentiality is easily understood and that there is trust in the boundaries of confidentiality operating within the school.
- allow children and adults in school to enjoy privacy from gossip.
- enable the school to be fair to all its community.

RATIONALE

At Willowbrook Primary School we believe that:

- The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' well-being and safety.
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- Everyone in the school community needs to know that no-one can offer absolute confidentiality.
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to.

GUIDELINES

In practise there are few circumstances where absolute confidentiality can be offered in a school. We strive to strike a balance between ensuring the safety, well-being and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection procedures and good practise are followed. Against this background, we adhere to the following guidelines:

- Staff will not discuss details of individual cases arising in staff meetings with any person who does not have a direct professional connection to and interest in the welfare and education of the individual concerned.
- Staff will not enter into detailed discussions about a particular child's behaviour with other children or their parents/carers.
- At Governing Body meetings, in discussions regarding individual pupil matters and personnel issues, individuals are not named. Individual pupils/staff details will only be shared in an exclusion meeting or disciplinary committee meeting.
- 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 Parents and Teachers Association will not report cases of poor behaviour or pupil discipline to other parents. 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.

- When volunteers such as parents and friends of the school are working in classes they will not discuss matters outside of the classroom.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be securely stored in the Head teacher's office. A copy will also be held by the person to whom the information pertains.
- Matters of Child Protection are made known to staff on a need to know basis.
- 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.
- Volunteers, students and supply teachers are asked to read this policy before working in school.

Inclusion

Where it is deemed that discussing an individual case with a class or group will support the inclusion of that child, permission will be sought from the child and his/her parents or carers prior to any such discussions taking place.

Monitoring & Evaluation

In order to effectively evaluate this policy, as a Governing Body we will ask ourselves the following questions on an annual basis or in light of any developments and changes in school:

- Are our objectives being met?
- How can we tell?
- Have there been any difficulties? Why have they arisen?
- What have been the successes? What made these possible?
- What do parents and pupils think about our policy?
- Are there any local or national initiatives in which the school should join?
- How can the policy be improved?

We will then make sure that we action any developments that need to happen, celebrate our successes and continue to engage relevant stakeholders.

The school will review and research government guidelines in relation to the individual needs of the children at Willowbrook Primary School.

Additional References:

Policies for:

Behaviour

Child Protection

Inclusion

Performance Management of Staff

Photography policy

Visitor's leaflet

Whistleblowing