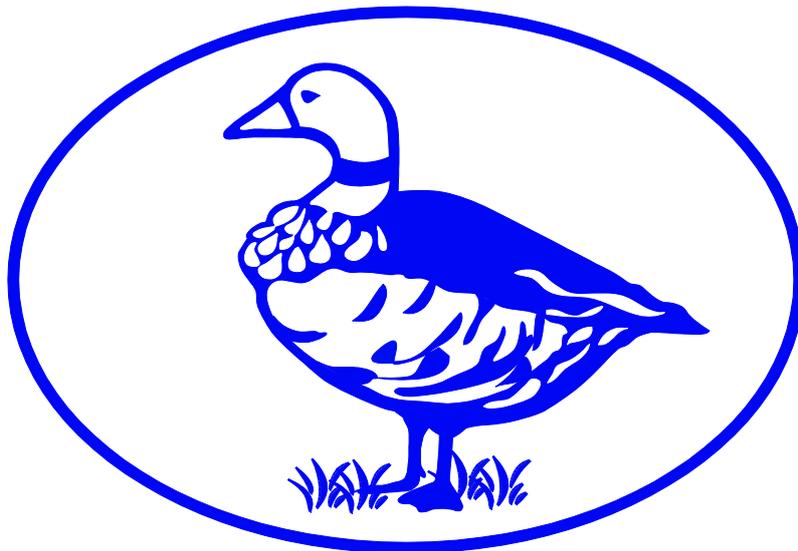


***Hoo St Werburgh Primary School
and Marlborough Centre***



Policy for Confidentiality

September 2013

Chair of Governors

Date

Headteacher

Date

Rationale

It is our intention to respect the privacy of children, parents/carers and all staff while ensuring that high quality care and education is delivered.

We aim

- For children and adults in school to enjoy privacy from gossip.
- To enable the school to be fair to all its community.
- For children and adults to know that all matters are dealt with according to school policy and out of the eye of the wider school community.

Guidelines

- Staff will not discuss details of individual cases arising in staff meetings to any person without a direct professional connection to and interest in the welfare and education of the individual concerned.
- Staff will not enter into detailed discussions about another child's behaviour with other children or parents.
- Governors will not divulge details about individuals (be they staff, families or individual children) or matters raised to any person outside of the actual meeting/governing body.
- Parents in school working as volunteers in the office, classrooms, or as part of the PTA, will not discuss anything they observe within the school environment with other parents in the school.
- 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 Head teacher's Report. 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 Appraisal will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Head teacher's office.
- Matters of Child Protection are made known to staff by the Designated Child Protection Co-ordinators (DCPCs) on a need to know basis.
- All minutes from conferences, notes and staff reports regarding individual children and Child Protection matters are kept in a locked filing cabinet, which is accessible only to those with designated responsibility. An index of all children where there is a concern should be maintained and monitored regularly.
- 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 Special Educational Needs, the provision and work with these children is for the teacher to discuss with the relevant parents or carers and professionals as appropriate.

- Volunteers, students and supply teachers are asked to read this policy before working in school and read Medway's policy on visitors' protocol (appendix A) in line with this policy.
- Staff members are reminded of the need to exercise extreme confidentiality in respect of all matters, occurrences, dialogue and communication encountered regarding any pupil, staff member or school activity. Parents or others (including the media) requesting information should be directed to the appropriate staff member concerned or the leadership team. Whatever your personal feelings about the decisions made by the school you must not pass information to the media directly or by careless comment.

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 Aspergers Syndrome/Autism or other Special Educational Need, if their peers are made aware of the condition and so have some idea of what to expect and how to manage a similar situation.

Date: April 2011
Reviewed: Summer 2012, Autumn 2013



(Appendix A)

Protocol for visitors to schools

Effective schools work closely with parents, other members of the local community and with other agencies.

At the same time, a school's most fundamental duty is to protect the safety and welfare of their pupils. This requires that it establishes effective policies and procedures for managing the risks presented by adults to children. Part of the management of these risks is to make sure that the school is aware of the checks made on visitors¹ before they enter the school.

- Schools are not open places to which any member of the public is entitled to right of access. The school must satisfy themselves that all visitors, no matter who they are, pose no risk to children. Pupils, staff, governors and parents do not have unrestricted right of access to the school but in light of their employment or connection with the school will have identification and follow safeguarding procedures managed by the school.
- Notices should be posted at the entrances to the school premises, which clarify the terms on which people may enter.
- While being welcoming the notice should indicate that visitors should present themselves at a specified reception point, with a route indicated if necessary. Any visitor will be admitted to the school building only after they have made contact with a member of staff

¹ A visitor is a person entering school premises that is not for the purpose of leaving or collecting children at the beginning or end of the school day.

- All visitors to the school will need to register their presence (sign in / out book) and wear a badge to show that they are an official visitor.
- Visitors from Children's Services, Medway Council ² and agencies should wear their identity badge on all visits. There are safe recruitment procedures in place for vetting these staff.
- Any visitors that will have contact with children but do not fall into the above category should carry and be asked for an enhanced CRB check. The contract with Scolarest, at present does not require CRB checks, but Medway Council is in the process of undertaking these.
- Supply agencies must obtain an enhanced CRB check in respect of all supply teachers before they place them in a school. Head teachers should ask the supply teacher to produce their copy of the enhanced disclosure. Head Teachers should consult the Human Resources section of Medway Council whenever there is doubt about the background of supply or temporary staff in the school.
- Occasional, or rare visitors (e.g. Grandparent to talk about life in the war, plumber to repair leak) that do not have the necessary checks should be accompanied at all times.

Remember that adults do not have to have one to one contact with children in school to pose a risk. Children may see adults in school as 'safe and trustworthy' and could meet them out of school, where abuse might take place.

Author: Linda Randall, Safeguarding Adviser (Education).

² Safer recruitment & vetting of staff & others working with children and vulnerable adults. Policy and Procedure. Medway Council, Human Resources Dept.