**The Federation of the Church Schools**

**of Shalfleet and Yarmouth**

**Achieving Together for a Brighter Future**



**CONFIDENTIALITY**

**A STATEMENT OF POLICY**

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| **Approved by** | **DD** |
| **Portfolio** | **Staff** |
| **Approved on** | **Autumn 17** |
| **Review date** | **Autumn 20**  |
| **Review Cycle**  | **3 Year** |
| **Policy Type**  | **Non Statutory**  |
| **Ratified/FGM Date**  |  |

**Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Confidentiality Policy**

**Aim and Purpose**

* For children and adults in school to enjoy privacy from gossip.
* To enable the federation to be fair to all its community.
* For children and adults to have disciplinary matters dealt with according to school policy and out of the eye of the wider school community.

**Relationship to other policies**

* Child Protection
* Appraisal of Staff
* Behaviour Management
* Inclusion

**Roles and Responsibilities**

**The Role of the Head teacher**

* To ensure staff appraisal will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Headteacher’s office and electronic records will only be available from the Headteacher’s computer.
* To ensure 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.
* To ensure volunteers, students and supply teachers are asked to read this policy before working in school.

**Dissemination of policy to school community.**

* Effective implementation of policy.
* Ensuring staff training.
* To monitor, review and evaluate the effectiveness of the policy on a regular basis and report to the Governors on request.
* **The Role of Governors**
* To support the Headteacher in following the guidelines.
* Governors will not divulge details about individuals or/and Governing Body business deemed to be confidential to any person outside of the meeting. Confidential minutes are minuted separately and these minutes are not published.

**The Role of Staff**

* 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.
* No member of staff will discuss an individual child’s behaviour in the presence of another child in the school.
* Staff will not enter into detailed discussions about a child’s behaviour with other children or their parents.
* Class teachers and support staff will be made aware of confidential matters on a need to know basis by the head teacher in order to support these 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 within their classes they will make them aware that they do not discuss educational matters outside of the classroom.
* By supporting the Headteacher in following the guidelines.

**The Role of Parents**

Parents in school working as volunteers in classrooms, or as part of the wider school community, will not report cases of poor behaviour or pupil discipline to other parents in the school. This allows the teachers to deal with such matters in line with school policy and on occasions to allow children to put matter right without the direct involvement of their parents.