



High Aspirations, Moral Strength, Spiritual Depth

Aim

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the school which is understood by pupils, parents/carers and staff.

Rationale

Andrews' Endowed CE Primary School seeks to put the child at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of the Every Child Matters Agenda and to address the issues which may arise about confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.

Sharing information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. This policy should be read in conjunction with our Data Protection policy.

Objectives:

1. To provide consistent messages in school about handling information about children once it has been received.
2. To foster an ethos of trust within the school.
3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy and procedures.
4. To encourage children to be aware of confidentiality issues relating to their peers.
5. To reassure pupils that their best interests will be maintained.
6. To encourage children to talk to their parents and carers.
7. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality.
8. 8. To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for.
9. 9.To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.

Guidelines

All information about individual children is private and should only be shared with those staff that have a need to know.



All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.

The school continues to actively promote a positive ethos and respect for the individual:

- a) There is clear guidance for the handling of child protection incidents. And all staff have regular training on child protection issues.
- b) There is clear guidance for procedures if a member of staff is accused of abuse.
- c) Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a child protection issue.
- d) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- e) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the school's discipline policy.
- f) Information collected for one purpose should not be used for another.

The school prides itself on good communication with parents and carers and staff are available to talk to both children and parents/carers about issues that are causing concern. The school encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.

All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in schools by these categories but individual children should not be able to be identified.

Confidentiality is a whole school issue. Clear ground rules must be set for any classroom work such as circle time and other PSHE sessions dealing with sensitive issues such as sex and relationships and drugs.

All children, parents, staff members and governors must enjoy privacy from gossip. All matters are dealt with according to the school's procedures and out of the eye of the wider community. It is important that:-

- Staff do not discuss details of individual cases arising in staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- No member of staff discusses an individual child's behaviour in the presence of another child in school.
- Staff do not enter into detailed discussion about a child's behaviour with other children or their parents.
- Governors do 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 do not report cases of poor behaviour or pupil discipline to other parents in the school. This allows teachers to deal with such matters in line with school policy.



- At full Governing Body meetings and Committee meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the Headteacher's Report and noted to be confidential. This is not for the knowledge of persons outside the Governing Body meeting. Items of a confidential nature are minuted separately and minutes are not published.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the Headteacher's office.
- 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.
- This policy is used with new staff as part of their induction.
- When volunteers, such as parents and friends of the school, are working in classes, they do not discuss any aspect of the teaching and learning, behaviour or class organisation outside the classroom.
- Volunteers and students are asked to read this policy, alongside a number of other school policies, before working in school. Volunteers and students are also required to enter into a written agreement with the school regarding confidentiality and conduct. This agreement is attached to the policy as Appendix 1.
- Staff, governors and parents are advised not to discuss school matters and issues on social networking sites but if issues arise to follow correct procedures within school.

Other Professionals

Health professionals are bound by their professional codes of conduct to maintain confidentiality when working in a one to one situation. When working in a classroom, they are bound by relevant school policies. In line with best practice guidance, like other school staff, they will seek to protect privacy and prevent inappropriate personal disclosures in a classroom setting, by negotiating ground rules and using distancing techniques.

Staff should be aware of children with medical needs. This information should be accessible to staff who need it but not on general view to other parents/carers and children. Logs of administration of medication to children should be kept secure and each child should have their own individual log.

In all other notes, briefing sheets etc a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Photographs of children should not be used without parents/carers permission especially in the press and internet. This is often a cultural issue of which the school needs to be aware. At no time should the child's name be used with a photograph so that they can be identified. The



school gives clear guidance to parents about the use of cameras and videos during public school events.

Information about children will be shared with parents but only about their child. However parents should be aware that information about their child will be shared with the receiving school when they change school.

All personal information about children including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.

- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and once read should be returned for secure filing.
- Logs of administration of medication to children should be kept secure and some children will have their own care plan.
- In all other notes, briefing sheets etc a child should not be able to be identified.
- Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential. These confidential papers should be collected and destroyed. Governors must observe complete confidentiality when asked to do so by the governing body, 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 regarded as confidential. Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

Monitoring and Evaluation

1. The policy will be reviewed as part of the school's monitoring cycle.
2. The PSHE scheme of work, Sex and Relationship policy and Drug Policy will enable identified opportunities to deliver aspects of this policy in specified year groups.
3. The Head teacher has responsibility for monitoring this policy.

Conclusion

Andrews' Endowed CE Primary School has a duty of care and responsibility towards pupils, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

It is important that practitioners understand when, why and how they should share information so that they can do so confidently and appropriately as part of their day-today practice.



This policy should be read in conjunction with other school policies, including:

Staff Guidance for Avoidance of Allegations
Child Protection and Safeguarding

This policy will be reviewed every three years.

Control Box

Version		Date/Effective from	October 2021
Author	Gemma Gundry	Review Date	October 2024
		Responsibility	Acting Headteacher

Associated Policies, Documents, Agencies:

Data Protection Policy
ICT – Staff Acceptable Use of
Staff Code of Conduct
School Social Media Policy



Appendix 1 – Parent Helper, Student and Volunteer Agreement

Parent Helpers, Students and Volunteers must agree:

- To follow the expectations laid down in this document
- Not to look at or compare children's work, records or staff records
- Not to share any information about a child, member of staff or the working practices of the school with anyone outside the school staff team
- To respect the confidentiality and right to privacy of the staff team when using the staff room and other shared areas

The Agreement

I have read the Parent Helper, Student and Volunteer Agreement for Andrews' Endowed CE Primary School.

I agree to abide by the conditions of the Volunteer Agreement.

Signed

Name

Date

Useful Things to know:

Fire Safety Evacuation If the fire alarm (loud, continuous bell) sounds while you are on the school premises, please leave the building immediately. Do not stop to collect belongings. If you are working with a group of children, escort them to the nearest exit, taking your lead from the staff around you. Exit the school by the nearest fire exit and assemble on the playground. Please report to a member of staff. Do not re-enter the building until authorised to do so.

Dress Code Our staff dress code is smart-casual clothing that is appropriate for working around children. We do not wear jeans, or clothing with inappropriate logos. Please ensure that clothing will not be 'revealing' if you are leaning over or bending down.

Parking If you are visiting, we prefer you to park on the road where possible. If you need to use the staff car park, please be aware that vehicles are banned from using the driveway between 8.30 and 9.00 am and 3.15 and 3.45 pm. At all other times, if you are driving up, you need to drive extremely slowly and be aware of any pedestrians.

Safeguarding Safeguarding is everyone's responsibility. If you have any concerns about the wellbeing of a child in our school, please speak to our Designated Safeguarding Lead, Mrs Maria Lloyd. In her absence, please speak to our CPO, Mrs Gemma Gundry. Mrs Julia Arthurs is the CPO in the absence of both Mrs Lloyd and Mrs Gundry.



ANDREWS' ENDOWED CE PRIMARY SCHOOL

Parent Helper, Student and Volunteer Agreement



Welcome to Our School!

Thank you for volunteering to help out at our school.

Volunteers make an invaluable contribution to the life of our school, and our children and staff really appreciate the opportunity to share their learning with you.

This agreement sets out what we expect of our volunteers, and what our volunteers can expect of us.



VOLUNTEERING AT ANDREWS' ENDOWED

Parent Helpers, Students and Volunteers have the right to expect:

- To be treated with respect and their contribution to be valued by the school
- Good manners and good behaviour for learning from our pupils
- Support from the teacher in establishing appropriate relationships with the children
- Work to be prepared and the teacher organised to make the best of their visit
- Clear explanations of the tasks expected of them, and an opportunity to ask questions or seek further support

As teachers, parents and community members, we expect:

- Our children to be respected.
- Our children to be safe and to feel secure.
- Our children to be supported and encouraged to show good learning behaviour.
- Our children to be protected from inappropriate behaviour or language from adults.

Parent Helpers, Students and Volunteers are expected to:

- Be outstanding role models for our pupils.
- Work under the professional direction of staff, following school policies.
- Report any issues of concern to teachers (and not directly intervene).
- Speak in a kind and friendly way to all pupils.
- Establish and maintain a rapport with our pupils based on mutual respect.
- Follow our school behaviour policy and seek support from the teacher if any pupil is not managing to behave appropriately.
- Treat any information received, whether verbal, written or observed, with total confidentiality and maintain this confidentiality at all times.
- Respect and follow the guidance of the teacher at all times.
- Inform the school if you are unable to come into school for any reason, by 8.30am in the morning.

How do we expect Parent Helpers, Students and Volunteers to help children make good behaviour choices?

Guidance on following the Key Principles of our Behaviour Policy

Children thrive on praise - it is our role to catch them being good and let them know what they are doing well

"Thank you for being ready to learn, Sam"
"I really like the way you are showing the group how to sit nicely, Ella"

Positive approaches which focus on reinforcing and rewarding appropriate behaviour are more effective than those which criticise or focus on punishing

"Can you show me that you are listening, Jane?" rapidly followed by *"Oh, well done!"* when you see the behaviour you are looking for, will work much better than *"I wish you would listen to me..."*

"You are far noisier than the last group" will make the children feel that you aren't enjoying working with them ... instead try "Can you see if you can work even more quietly than the last group? I'm looking forward to telling your teacher how well your class is working today."

Wherever possible, we praise children publicly, and correct their behaviour quietly and individually.

Finally, we expect our children to have good manners and show good behaviour for learning. If you experience any behaviour you are not happy with, please let the teacher know straight away.