

# St Anne's RC Primary and Nursery School Audenshaw Policy for Confidentiality 2018

## Our Mission Statement

*'To help every person to achieve his or her best in work and in play.  
To celebrate whatever is good and to follow the footsteps of Jesus by supporting  
each other for the honour and glory of God'*

## Rationale

St Anne's school puts the child at the heart of all that we do. In doing so we provide a safe and secure learning environment and as part of our curriculum we implement the principles of the Every Child Matters Agenda. We are committed to developing creative and positive ways for our children's voices to be heard whilst recognising the responsibility to use, hold and safeguard information received. We acknowledge that sharing information unnecessarily is an erosion of trust.

We are mindful that as a school we are 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.

## Aims

At St Anne's we aim to:

- protect our children and each other at all times
- give all staff clear, unambiguous guidance as to their legal and professional roles
- ensure good practice

## Guidelines

St Anne's 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.

At St Anne's we do not discuss details of individual cases to any person without direct professional connection to the welfare and education of the individual.

It is important that class teachers and support staff are aware of confidential matters in order to support individuals. Staff will respect the sensitivity and not divulge information to anyone not connected directly to the case or the school.

Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances or to a receiving school.

Information about children will be shared with parents only about their child.

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.

Photographs of children are only used with parents/carers permission.

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

Everyone has a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.

All information about individuals, including Child Protection, is private and is only shared on a needs to know basis.

All social services, medical and personal information is held in a safe and secure place  
Clear ground rules are set for any classroom work such as circle time and other PHSCE session dealing with sensitive issues.

All children, parents, staff members and governors are provided with privacy from gossip.

No member of staff discusses an individual child's behaviour in the presence of another child in school.

Volunteers, students and supply teachers are asked to read this policy before working in our school. They must sign to say they have read, understood and agree to the content.

Parents or friends, working as volunteers will 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. They will not discuss any matters, including educational matters outside the classroom.

### **Governors**

Governors are mindful that from time to time issues are discussed or brought to their attention about staff and children.

All such papers are marked as confidential and are copied onto different coloured paper. These confidential papers are collected and destroyed.

Governors must observe complete confidentiality when asked to do so by the governing body.

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 and electronic records will only be available from the headteacher's computer.

### **Monitoring and Evaluation**

The policy will be reviewed as part of the schools monitoring cycle.

Last Reviewed September 2018



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**St Anne's RC Primary and Nursery School, Audenshaw**

Name:.....

Institution.....

I have read and Understand the contents of this policy

Signed.....

Date.....