



High Aspirations, Moral Strength, Spiritual Depth

Aim

This policy aims to:

- Protect the safety, well-being, and privacy of our pupils and staff.
- Ensure the school community understands the boundaries of confidentiality.
- Maintain trust within the school by safeguarding information responsibly.
- Ensure all staff, pupils, and parents/carers are aware of the school's procedures regarding confidentiality.

Rationale

At Andrews' Endowed CE Primary School we prioritise the well-being, protection, and safety of our pupils in all decisions related to confidentiality. To create a safe, respectful, and secure learning environment, our school upholds a culture of trust and transparency. We encourage pupils to express concerns freely and work to handle personal information responsibly, adhering to principles outlined in related policies such as Data Protection, Safeguarding, and Child Protection.

Objectives

- Ensure consistent messaging about confidentiality when handling information concerning pupils.
- Foster a trusting environment where pupils and staff feel safe discussing personal matters.
- Help pupils, staff, and parents understand the school's confidentiality boundaries.
- Encourage open communication between pupils and parents/carers.
- Reinforce that confidentiality cannot be absolute, especially where safeguarding is concerned.
- Inform parents/carers of their rights regarding access to records held by the school concerning their children.
- Promote respectful communication and responsible behaviour around confidential information within the school community.

Guidelines for Maintaining Confidentiality

Handling Confidential Information

- All information regarding individual pupils is private and only accessible to relevant staff.
- Social, medical, and personal information is stored securely and shared on a need-to-know basis.

Communication & Professional Conduct

- Staff and governors refrain from discussing individual cases outside professional circles.
- School matters are handled discreetly, without involving those without direct professional interest.
- All volunteers in school agree to maintain confidentiality regarding any school matters they observe.

Behaviour Management & Discipline

Discussions about pupil behaviour are limited to professional staff with relevant responsibilities. Parents/carers and pupils are expected to follow similar boundaries when discussing school matters.

Safeguarding & Child Protection

Child protection matters are handled with utmost confidentiality and shared on a need-to-know basis.



School staff receive regular training on safeguarding protocols, including respecting confidentiality.

Volunteers, Governors, and Visitors

Volunteers and visitors are asked to read and agree to this policy before working in the school. Governors maintain confidentiality in committee meetings, especially concerning disciplinary and safeguarding matters.

Inclusion & Support

If discussing an individual case benefits a child's inclusion or support, permission will be obtained from the pupil and their parents/carers beforehand.

Digital Information Security

Digital data transfer complies with established protocols, ensuring secure transfer of pupil and staff information.

Password protection and appropriate security measures are enforced on all electronic records.

Confidentiality in Practice

Supporting Pupils' Development: During PSHE sessions and other discussions on sensitive topics, ground rules are set to protect confidentiality.

Teachers encourage pupils to discuss concerns with trusted adults, including school staff, parents, or carers.

Performance Management: Staff performance data, including lesson observations and appraisal outcomes, are stored securely and are only accessible to relevant staff members.

Use of Photos and Videos: Photos or videos of pupils are used only with parent/carer permission and in line with the school's safe photography policy.

Pupil names and other identifying information are not used with images in public media.

Responsibility and Monitoring

The Headteacher is responsible for the implementation of this policy, including ensuring staff, pupils, and parents are aware of confidentiality practices and receive the necessary training. This policy is reviewed triennially as part of the school's policy monitoring cycle.

Andrews' Endowed CE Primary School upholds a strong commitment to confidentiality in all interactions, fostering a safe, respectful, and inclusive environment for all members of the school community.

Control Box

Version		Date/Effective from	October 2024
Author	Gemma Gundry	Review Date	October 2027
		Responsibility	Headteacher

CONFIDENTIALITY POLICY

Policy Reviewed: November 2024



Associated Policies, Documents, Agencies:

Data Protection Policy
Safeguarding Policy
Child Protection Policy
Behaviour Policy
Visitor's Policy
Performance Management Policy
Whistleblowing 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 use their phone during the duration of the volunteering session
- 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

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: _____

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 9:00am and 3:15 and 3:45pm. 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 Gemma Gundry. In her absence, please speak to our Deputy DSL, Mrs Annie Vincent and Miss Ali Daffey.

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.

LOVE, COURAGE, RESPECT



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 expectations of the tasks expected of them, and an opportunity to ask questions or seek further support.
- If you experience any behaviour you are not happy with, please let the teacher know straight away.

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 behavior 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.

LOVE, COURAGE, RESPECT

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

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...”*

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