



YSGOL GYNRADD ROGIET PRIMARY SCHOOL

POLICY FOR CONFIDENTIALITY

For school staff, school associated clubs, school governing body, students and volunteers

September 2016

The Head Teacher and Governors of Rogiet Primary School wish to make all staff, governors, students and volunteers of the school and school associated clubs aware of their responsibilities regarding confidential information. Staff, pupils, parents/carers and governors of Rogiet Primary School have the right to confidentiality and must feel confident that this will be adhered to.

- All details a child's education, behaviour and welfare in school are kept strictly confidential.
- All matters discussed in school and all information including personnel details are kept strictly confidential.

As a member of the school staff, school associated club, school governing body, a student or as a volunteer you will have access to children's work, records and details of personal and home circumstances in your daily duties. You will be working with children in school and will be aware of their attitude and behaviour during the school day. This information is highly confidential and must be treated so at all times.

As a member of the school staff, school associated club, school-governing body, student or as a volunteer you may have access to staff information and details of a personal and highly sensitive nature. This information is strictly confidential and must be treated so at all times.

All members of staff, school governors, students and volunteers are asked to take note of the following:

- Staff, governors, students or volunteers should never at any time discuss children's work, achievements, ability, records or personal information outside of school.
- No member of staff, school governor, student or volunteer should take home any item of children's work or record of achievement file unless given permission by the class teacher and only for essential school record keeping purposes.
- If a member of staff, school governor, student or volunteer is approached by a parent/carer or family member of a pupil outside school they should not enter into any discussion about children's work or behaviour in school.
- Parents/carers should always be encouraged to come into school to discuss children's work or behaviour. Their first point of reference will be the class teacher or, if appropriate, support staff.
- No member of staff, school governor, student or volunteer should discuss a pupil's progress, behaviour or welfare in school without the class teacher's approval and full knowledge.
- No member of staff, school governor, student or volunteer should agree to a parent/carer's request for consultation, help or support without the class teacher's approval and full knowledge.
- If a parent/carer gives a member of staff, school governor, student or volunteer information or details regarding a pupil in school this should always be shared with the class teacher as soon as possible.
- Letters written to parents/carers by the class teacher should be shared with the Head Teacher first unless of a mundane matter.

This policy was written by the Head Teacher in consultation with the school governors.

If required:

I have read and agree to comply with the school's policy on confidentiality.

SIGNED.....

PRINTED NAME

Date.....