



Redlands Primary & Nursery School

Whole School Code of Conduct Policy

Members of staff responsible: Head Teacher

Date policy written:

Date approved by the full governing body: November 2018

Date to be reviewed: November 2019



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Code of Confidentiality for all Staff and Governors

The following statement sets out a code which all staff should follow, with regard to confidential information about the school, staff and children, which should not be discussed or disclosed to parents or the wider community, except by the Head Teacher or appropriate member of staff to the appropriate parent, professional person or agency.

There is a duty upon Governors, the Head Teacher and all members of staff to maintain confidentiality and to preserve the good name of the school. This statement sets out this responsibility and should enable staff to deal with those situations, which may occur if approached by parents or other members of the local community, requesting an opinion or information. This can sometimes happen to any member of staff, or a Governor but particularly with staff members or Governors who are also parents of children at the school, or who live in the local area.

Confidentiality of Information – Children

All information regarding children, their progress and behaviour, should always be treated as confidential and should only be communicated between staff, the child's parents and any relevant agencies. Under no circumstances should any staff member or Governor, discuss or disclose information about any child to other parents or the wider community. Any information relating to children, including their addresses and telephone number, are confidential and should only be used for school purposes.

If members of staff, other than the child's teacher are approached by a parent either in or out of school, who wishes to discuss a child, they should be referred to the child's teacher or the Head Teacher. Staff or Governors should not be drawn into discussions about children for whom they have no direct responsibility.

Care should always be taken with confidential documents to ensure they are not seen by those not entitled to view them. Requests by parents or others to view any confidential documents should be referred to the Head Teacher.

Copies of pupil files are kept securely locked in the main office. Copies of pupil files and information regarding Child Protection are kept locked in the Head Teacher's office. Access to all files is restricted.



Confidentiality of Information – Staff

The same guidance applies as with children. Staff or Governors should not enter into discussions with parents or other members of the community about any staff member, or be drawn into passing comment about their performance at work or their private lives. If it is evident that a person wishes to make a complaint about some aspect of school life, or their child's education, they should be referred to the Head Teacher, who will deal with the matter in line with school policies, or the official complaints procedure.

Confidentiality – Other School Matters

Apart from matters concerning individual children or staff, there will be other issues, which are discussed, or decisions made which are of a confidential or professional nature. These may arise for example, in staff meetings, Individual Education Plan meetings, or other formal or informal meetings. It should be assumed all such matters are confidential, unless there is a need for the school to communicate the matter to either an individual parent, or all parents. There is much we do need to communicate, but that is done through the proper channels, e.g. meetings, newsletters, text messaging and Life Channel.

Parents in the Staff Room

We have taken a decision that as far as possible, parents, who are not staff members, should not normally go in the staff room. Parents who are helping in school should obviously be welcomed, but staff should arrange for refreshments to be given to them elsewhere. The reason for this is because of the possibility of confidential information being seen or overheard in the staff room.

There are always exceptions to a rule, when we sometimes have to use the staff room for meetings involving parents. In such cases, the staff member responsible for organising the meeting should ensure that no confidential information is on view, before the meeting commences.

Maintaining the Reputation of the School

The school has a good and well-deserved reputation amongst parents and the local community. It is expected that staff should preserve the good name of the school at all times through their professional conduct. Staff or Governors should not be drawn into any conversation, or pass any derogatory comment, which impairs the good name of the school. This includes passing any derogatory comment about any fellow member of staff, Governor, or child.

Parents or members of the wider community are entitled to their own opinion about all matters concerning the school, or their child's education, but any Governor or staff member, who is approached by a parent concerning a complaint, or concern, should advise that person to follow the proper procedure. This may involve making an appointment to



see the teacher concerned, or Head Teacher. If the issue isn't resolved through the usual channels, then the Head Teacher will advise the person about the Complaints Procedure.

Breach of Confidentiality

Any breach of confidentiality should be reported to the Head Teacher or other senior leader as soon as possible.

Conclusion

None of the above is meant to turn the school into a secret society. In fact, nothing should change. We are a very open school, which seeks to build good relationships with parents and keep them well informed. It is important we maintain those good relationships with parents and be open and honest with them at all times, when dealing with matters concerning their child or general school policy.

This is therefore merely a written statement of the existing professional standards which are already expected of all those who lead or work in the school.

To summarise:

That confidentiality about children, colleagues and private discussions in school must be maintained at all times

That staff or Governors should never be drawn into breaking the rule of confidentiality, or making unprofessional or derogatory remarks about staff, children or anyone connected with the school

That Governors and staff have a duty to maintain the school's good reputation. This should never be brought into disrepute through inappropriate, or unprofessional conduct or comments. Governors or staff should always refer parents who have a concern, or complaint, to the appropriate teacher, or Head Teacher

Please read this policy in conjunction with the Code of Conduct for Governors and Code of conduct for Parents and Guardians.

Review November 2018
S Walker