



CONFIDENTIALITY AGREEMENT POLICY

Our Vision

We are committed to quality learning in a positive, happy and Christian atmosphere where everyone within the school community is valued as an individual. We expect everyone to, 'Treat others as you want them to treat you.' (Matthew 7:12-14). We have high expectations of all and strive to provide a safe, challenging, exciting and stimulating environment.

Our Values

To ensure the safety of our pupils, staff and visitors are met through our school values of:-

- Respect – by respecting the confidentiality of our pupils and families to ensure the safety and wellbeing of our whole school community.
- Compassion – by considering the needs of the whole school community, expecting everyone to look after each other and keep each other safe.
- Creation – creating a safe and secure environment which allows children to thrive and flourish.
- Perseverance – Following our safeguarding policy and procedures at all times. Ensuring a safe inclusive environment for all.
- Service – by building trusting relationships with children and the whole school community as we serve to help to keep everyone safe.

Aims

The primary aim of this policy is to ensure the safety, well-being and protection of our pupils and staff.

This policy also aims to:

- Ensure that the school's attitude to confidentiality is easily understood and that there is trust in the boundaries of confidentiality operating within the school.
- Allow children and adults in school to enjoy privacy from gossip.
- Enable the school to be fair to all its community.

RATIONALE

At Willaston Church of England Primary School we believe that:

- The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' wellbeing and safety.
- Pupils, parents/carers, and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- Everyone in the school community needs to know that no-one can offer absolute confidentiality.
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to.

GUIDELINES

In practise there are a few circumstances where absolute confidentiality can be offered in a school. We strive to strike a balance between ensuring the safety, well-being and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection procedures and good practice are followed.

Against this background, we adhere to the following guidelines:

- Staff will not discuss details of individual cases arising in staff meetings to any person without a direct professional connection to and interest in the welfare and education of the individual concerned.
- Staff will not enter into detailed discussions about a particular child's behaviour with other children or their parents/carers.
- At full Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with in the Head teacher's report under Part 2, confidential. This is not for the knowledge of persons outside the Governing body meeting. Matters in Part 2 are minuted separately and minutes are not published.
- Governors, in particular those sitting on Discipline Committees, will 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 in the office, classrooms, or as part of the Social or Friends' group will not report cases of poor behaviour or pupil discipline to other parents. This allows the teachers to deal with such matters in line with school policy and on occasions to allow children to put the matter right without the direct involvement of their parents.
- When volunteers such as parents and friends of the school are working in classes (Forest School and Reading Rangers) they do not discuss matters outside of the classroom.
- Staff appraisal will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be securely stored in the Head teacher's office. A copy will also be held by the person to whom the information pertains.
- 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.

- Volunteers, students and supply teachers are asked to read this policy before working in school.

Electronic Transfer of Data

Appropriate procedures and protocols are always followed to ensure safe and secure transfer of pupil, staff, family and school data between Willaston CE Primary and agencies and other schools. Database transfer software is password protected.

Inclusion

Where it is deemed that discussing an individual case with a class or group will support the inclusion of that child, permission will be sought from the child and his/her parents or carers prior to any such discussions taking place.

Approved by Governors, December 2023

A handwritten signature in blue ink, appearing to be 'M. P.', is written over a faint, light blue rectangular background.

Signed by Chair of Governors



WILLASTON CE PRIMARY SCHOOL PARENT/VOLUNTEER HELPER PROTOCOL

At Willaston CE Primary School we promise to:

- Train you in any skill needed to carry out the task
- Explain the tasks carefully
- Share the school Code of Practice for Volunteers, Behaviour Policy, Confidentiality Agreement Policy, Safeguarding and Whistleblowing Policy Summery with you. Full school policies can be found on the school website www.willastonceprimarieschool.co.uk
- Ensure that children learning with you behave well
- Treat you with respect and care and expect the children to do the same
- Share relevant information about children with you as necessary
- Let you know in advance if we have changed the plan for the day and don't need you
- Treat anything you tell us with complete confidentiality

We promise never to:

- Expect you to deal with difficult or challenging behaviour
- Ask you to carry out a task without explaining it first

Signed:..... Date:

Name: Mrs J Chambers **Position:** Headteacher

THE PARENT/VOLUNTEER

Name:.....

I promise to:

- Use the school's Code of Practice for Volunteers, Confidentiality Agreement Policy, Behaviour, Safeguarding and Whistleblowing Policy and inform the teacher of any inappropriate behaviour
- Treat any information with total confidentiality
- Let staff know if I can't come in. This may affect the teacher's planning
- Respect the guidance of the teacher at all times
- Understand the need for DBS and other checks prior to working with children

I promise never to:

- Compare any child's work books or look at records or staff notes without permission
- Share any information about a child or member of staff with anyone outside the school
- Speak ill of any child as a result of things I may have seen them do in school
- Discuss things with parents to which I may have access to as a result of my position in school
- Take photos of children in school or on school trips on my phone or any personal device
- Give any child/children anything to eat (allergy safeguarding)

Signed: Date: