



# WOOD END FIRST SCHOOL

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## Confidentiality Policy – Parents’ Information Sheet

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For all pupils, staff members and governors to enjoy privacy from gossip, for the school to be fair to all its community, and for children and adults to have disciplinary matters dealt with according to the school’s own procedures and out of the eye of the wider school community, it is important that:

- Staff room discussion of families is not entered into unless absolutely necessary and should be treated very sensitively.
- Staff do not discuss details of individual cases arising in staff meetings to any person without direct professional connection to and interest in the welfare and education of the individual concerned.
- No member of staff discusses an individual child’s behaviour or learning in the presence of another child in school.
- Staff do not enter into detailed discussion about a child’s behaviour or learning with other children or their parents.
- Governors do not divulge details about individuals (be they staff, families or individual children) to any person outside of Governors’ meetings.
- Parents in school working as volunteers do 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.
- At full Governing body meetings, matters such as a pupil’s suspension or exclusion, personnel issues and personal details of any member of the school community will be dealt with within the Head’s Report or as confidential items. This is not for the knowledge of persons outside the Governing body meeting.
- 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.
- When volunteers, such as parents and friends of the school are working in classes, they do not discuss educational matters outside the classroom.
- Staff never give out pupils/parents or staff’s addresses or telephone numbers without their permission.
- Non-teaching staff do not enter into discussions about individuals’ behaviour or learning, school policy or procedure, or incidents that have happened in school unless asked to do so. In particular, staff should be careful when meeting parents outside of school.
- Staff do not discuss staff, parents or children on any social networking site



## School Staff (with the exception of the school nurse):

- Our staff will be supportive to pupils who approach them with concerns but will make it clear that they cannot offer confidentiality to the pupil on anything that involves an illegal activity or anything that is a potential child protection / safeguarding issue, where the pupil or others are likely to be at risk of significant harm.
- The headteacher will liaise with parents/carers as appropriate in cases where staff member has reported an issue over which they cannot offer confidentiality.
- Staff will support pupils to inform their parents/carers about issues that are troubling them as appropriate.

## School Nurse

The requirement to offer a confidential service is within the professional Code of Practice for school nurses and other health service staff. The government has also signed up to international legislation and charters which entitle young people to access health services. However, health professionals, like everyone else, must inform appropriate services if they become aware of a child protection / safeguarding issue in discussions with a young person.

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