

# BISHOP WOOD C OF E JUNIOR SCHOOL

## CONFIDENTIALITY STATEMENT



### **Introduction**

Confidentiality is an essential element of the success of our school. As such it is an issue for all groups within the Bishop Wood School community. This statement aims to tie together information for all these groups.

The Governing Body and Headteacher have high expectations regarding confidentiality. At all times staff, parents and governors will remember that Bishop Wood is a Church of England School first and foremost; therefore all actions and relationships should be founded principally on Christian values, taking into account the National Curriculum and the policies of the Governing Body.

A professional standard of loyalty is expected at all times to the name of the school, its policies, procedures and aspirations.

### **Staff**

These are the main points for staff to consider:

- details about children must not be disclosed to any parents other than those of the children concerned
- information regarding a child's progress is passed on to parents only by the Class Teacher concerned or members of the Senior Management Team
- staff should feel that they can talk freely about children and their needs in the staffroom, safe in the knowledge that what they say will not be repeated elsewhere
- any information deemed to be of a Child Protection nature should be disclosed only to the Headteacher and the designated teacher for Child Protection

### **Parents**

As parents involve themselves within the school they become members of a professional team. Parents in this situation will see and hear a great deal in the classroom but must leave it there and not discuss anything inappropriate with the wider community.

Parents need to acknowledge the fact that some circumstances may not be fully understood by them because the teacher may not be at liberty to discuss them, for example confidential aspects of the children's lives which may affect their behaviour or progress.

We expect our parents to understand this and respect the position in which they find themselves. If there is any question on this matter the Headteacher will be pleased to advise.

## **Governors**

The important role of the Governing Body requires that it is notified of personal and confidential matters. The governors "Guide to the Law" states: "How individual governors vote, and opinions expressed by governors about a named person which are in any way sensitive or critical, must always be regarded as confidential."

To help governors understand the sensitivity of their role and to support them in striking the right balance between support, accountability and transparency the following points should be considered:

- no information regarding children's assessment and test results, other than that legally required, should be passed on to others
- confidential papers should always be securely filed
- confidential information should not be passed to anyone
- Headteacher's Performance Review details are confidential to the appointed governors
- paperwork containing individual salaries remains confidential to the Finance / Personnel Committee
- clearly dated minutes of meetings should be kept labelled as draft until they have been approved by the relevant committee and /or Governing Body
- if an individual governor receives a complaint they should refer to the school complaints procedure for guidance on how to proceed