



## **Confidentiality Policy**

All staff, both teaching and non-teaching, are mindful of discussing children, their progress or any other related issues with other adults in school. Any discussions are not held within earshot of other children. Great care is taken not to discuss openly any issues which might be sensitive or confidential to any person.

Certain points will be talked about that all staff need to be aware of (e.g. serious medical conditions). Staff are fully aware and very conscious of this confidentiality when visitors and parents are using the staffroom.

Particular care is taken at Parent Consultation Evenings when only their own children are discussed with parents in a private room.

Recorded minutes of any meeting (full staff, SMT, Year group, TAs, etc) will identify any discussion about individual children but specific children are not named but recorded by 'initials'. If the discussion is of a particularly sensitive nature, reference will be made in the minutes without identifying the person(s) involved.

The medical information for certain children are displayed on the staffroom wall. The conditions of these children are considered serious and we believe all staff need to be aware of them for Health and Safety reasons.

Staff, particularly administrative staff, clear all sensitive or personal information off the screens when they are leaving the room for a significant period. Staff will also exit all e-mails and teacher levels when they are away for a significant time so that children cannot access their information. Also staff do not carry any personal data of children (i.e. DOB, Addresses, CP information, etc.) on laptops in case they are lost or stolen.

When Administrative or Senior Staff rooms are being used for interviews/discussions with parents, every effort is made to ensure that no confidential information or data is on view on the desk or on the computer screens.

Staff do not discuss details of individuals outside the school.

Parent helpers are told about confidentiality and the importance of "what happens in school stays in school". Parent helpers at no time should discuss events witnessed in school with other parents.

**Date Last Review**                      Spring 2017

**Date of Next Review**                  Spring 2018

Ratified by Governors on 11<sup>th</sup> July 2017