



## Confidentiality Form

The Headteacher and Governors of Pembroke Primary School wish to make all staff, governors and volunteers of the school and school associated clubs aware of their responsibilities regarding confidential information. Staff, pupils, families and governors of Pembroke Primary School have the right to confidentiality at all times.

Families must feel confident that all details of their child's education, behaviour and welfare in school are kept strictly confidential.

Staff must feel confident that all matters discussed in school and all information including personnel details are kept strictly confidential.

Governors must feel confident that all matters discussed in school and all details including personnel details are kept strictly confidential.

As a member of the school staff, school associated club, school governing body or as a volunteer you will have access to children's work, records and details of personal and home circumstances in your daily duties. You will be working with children in school and will be aware of their attitude and behaviour during the school day. This information is highly confidential and must be treated so at all times.

As a member of the school staff, school associated club, school-governing body or as a volunteer you may have access to staff information and details of a personal and highly sensitive nature. This information is strictly confidential and must be treated so at all times.

All members of staff, school governors and volunteers are asked to take note of the following:

- Staff, governors, or volunteers should never at any time discuss children's work, achievements, ability, records or personal information outside of school.
- No member of non-teaching staff, school governor or volunteer should take home any item of children's work or assessments unless given permission by the class teacher and only for essential school record keeping purposes.
- If a member of staff, school governor or volunteer is approached by a parent or family member of a pupil outside school they should not enter into any discussion about children's work or behaviour in school.
- Parents should always be encouraged to come into school to discuss children's work or behaviour. Their first point of reference will be the class teacher and support staff are asked to direct them to the class teacher.
- No member of staff, school governor or volunteer should discuss a pupil's progress, behaviour or welfare in school without the class teacher's approval and full knowledge (in the case of school clubs the co-ordinator takes the place of the class teacher).
- No member of staff, school governor or volunteer should agree to a parent's request for consultation, help or support without the class teacher's/coordinator's approval and full knowledge.
- If a parent gives a member of staff, school governor or volunteer information or details regarding a pupil in school this should always be shared with the class teacher/coordinator as soon as possible.

Signed \_\_\_\_\_

Date \_\_\_\_\_

This policy will be reviewed bi-annually.  
Reviewed Sept 21 - J.Wakley