



Confidentiality Policy

RICKMANSWORTH PARK JMI SCHOOL

CONFIDENTIALITY POLICY

It is vital that all involved with the work of the school observe confidentiality, otherwise serious difficulties and consequences can occur.

This policy sets out guidelines for staff, parents and governors.

Staff

Information about children must not be disclosed to anyone outside the school other than their parents, or where appropriate, their carers.

Only the class teacher or the Head should discuss children's progress or problems with their parents or carers.

Strict confidentiality must be observed within the staff on all information about children which needs to be shared.

Parents

Parents involved with the work of the school must consider themselves under the same obligations as those of the staff.

Parents should appreciate that the obligations of teachers imply that some matters must remain confidential.

We hope that all parents understand the obligations of teachers and accept that some matters must remain confidential.

Governors

Confidential matters must not be discussed outside the Governing Body and must be minuted separately.

Confidential papers must be kept secure.

Head teachers' performance review details must be restricted to the Appointed Governors.

The complaints procedure may require governors to act as panel members at complaint hearings. It is therefore essential that those involved have no prior knowledge of the relevant matters.