



Polisi Cyfrinachedd

Policy for Confidentiality

Diweddarwyd / *Updated: 04/2024*

Adolygiad Nesaf / *Next Review: 04/2027*

Ysgol Gymraeg Y Fenni
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Rationale

- For children and adults in school to enjoy privacy and an appropriate level of confidentiality.
- To enable the school to be fair to all its community.
- For children and adults to have disciplinary matters dealt with according to school policy and out of the eye of the wider school community.

Principles

The following list of principles, taken from the document entitled 'Passport: a Framework for Personal and Social Development' (published by the Calouste Gulbenkian Foundation), provides useful guidance.

- A policy about confidentiality should provide guidance about who needs to know in particular instances. Information about pupils should not be passed on indiscriminately. The headteacher may wish to be informed in all or some circumstances; staff have a contractual obligation to comply.
- Teachers should not offer pupils or their parents unconditional confidentiality. Information about behaviour likely to cause harm to the pupil or to others must be passed to the appropriate agency.
- Teachers should make it clear to pupils that although most information can be kept confidential, some may need to be passed on in the young person's best interest. However, the pupil will know when this has to happen, what will be done with the information and who will have access to it.
- In the case of illegal activity, action should be taken in the best interests of the pupil. This does not necessarily involve informing the police. The school's police liaison officer will provide specific guidance.
- Teachers are not obliged to hand on information about pupils to their parents, although where the teacher believes the pupil to be at moral or physical risk, or in breach of the law, they must ensure that the pupil is aware of the risks and encourage them to seek support from their parents.
- Where outside agencies and others provide support for the Personal and Social Education and Citizenship programme, they must be made aware of, and abide by, the policy about disclosures and confidentiality. However, they may also have a role in providing advice and support directly to pupils. The boundary between these two roles must be agreed with the school and the distinction, in terms of the right to confidentiality, be made clear to pupils.
- Some people are bound by their own professional codes of confidentiality. For example, the school nurse is bound by the medical code of confidentiality in his or her own work with children and young people. Pupils who seek help from teachers about their personal health can be referred to the school nurse or their family doctor.
- In lessons, teachers should establish from the beginning that it is inappropriate to disclose personal information. Ground rules, which ensure pupils agree not to pressure one another to answer questions about their own experiences, also apply to staff.

Implementation at Ysgol Gymraeg Y Fenni

- Staff will not discuss details of individual cases arising in staff meetings to any person without a direct professional connection to and interest in the welfare and education of the individual concerned.
- No member of staff will discuss an individual child's behaviour in the presence of another child in the school.
- Staff will not enter into detailed discussions about a child's behaviour with other children or their parents.
- Governors, in particular those sitting on Discipline Committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Parents in school working as volunteers in classrooms, or as part of the Cwtsh Cymreig or Ffrindiau activities, will not report cases of poor behaviour or pupil discipline to other parents in the school. This allows the teachers to deal with such matters in line with school policy and on occasions to allow children to put the matter right without the direct involvement of their parents.
- At full Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with under 'Confidential Matters'. This is not for the knowledge of persons outside the Governing body meeting. These matters are minuted separately and minutes are not published
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be in the headteacher's office.
- Matters of Child Protection are made known to staff on a need to know basis.
- 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 of the classroom.

Volunteers, students and supply teachers are asked to read this policy before working in school.