



Shottery St Andrew's CE Primary School Staff and Governor Communication and Confidentiality Agreement

At Shottery Primary every parent, pupil, staff member and governor has an entitlement to know that information about them is held in confidence and will only be communicated to relevant parties on a need to know basis.

The following agreement sets out the school's policy on how this will be achieved:

- Information about a pupil will not be passed to any parent other than his/her own.
- Any confidential discussions with parents about their child with staff will take place within school; it is not appropriate to hold such meetings in public arenas. Where a parent wishes to raise a matter with a member of the governing body this should take place in an appropriate venue, mutually agreeable to both parties.
- No member of staff, visitor or member of the governing body should discuss pupils or staff room conversations outside of the school with non-staff members.
- Staff should NOT discuss pupils in front of other pupils or their own children.
- All staff discussions about incidents and children should only be on a 'need to know' basis.
- Should a teaching assistant, governor or midday supervisor feel that a parent should be informed of an incident, this must be via the class teacher.
- Should a parent disclose information to a teaching assistant, governor or midday supervisor (in his/her school capacity) which affects the child within school, then this must be reported to the class teacher.
- All discussions with parents about pupils will take place with the class teacher. Teaching assistants and midday supervisors may be asked to make contributions to these meetings, but should not engage in meetings of their own with parents. Where a parent has approached a parent governor the matter should be referred to school and agreed response then relayed to the parent by either the governor or the Headteacher.
- It is not appropriate for staff or governors to use their position within school to inform their knowledge of the school as parents. No matter how difficult, the two roles must be kept separate. Likewise, it is not appropriate for staff or governors to pass on comments to parents about other children which have been informed by their school role.
- Under no circumstances should a parent be placed in the position of hearing information about his/her child from a third party because a member of staff or a governor has been indiscreet and broken this agreement.
- Teaching staff should not find themselves in the position of hearing about an incident from a parent which has been relayed directly from a member of support staff without going via the class teacher.
- If a parent approaches a member of staff other than the class teacher, he/she should be referred to the class teacher in the first instances or, if appropriate, the headteacher.

- Staff and governors who break this confidentiality agreement will be subject to disciplinary action.
- Whilst it is accepted that members of staff will have professional discussions about pupils, discretion should be used when these take place. General relaying of negative aspects of performance should be on a need-to-know basis with a view to moving the child forward and should not be a gossip-style conversation.

Signed Name Date