

BISHOP RIDLEY CE PRIMARY SCHOOL
CONFIDENTIALITY STATEMENT
for Staff and Voluntary Helpers

From time to time matters arise within the school which are deemed confidential. These might pertain to pupils, parents, staff or governors, and may include Child Protection issues, school organisation, staffing arrangements, pupil progress or behaviour, and a whole variety of situations and scenarios. Where a matter is deemed confidential it is expected that everyone in the school respects this and treats it as such. If in doubt then staff should err on the side of caution and treat a matter as confidential until informed otherwise.

Within the school, however, there will also be issues which require 'circles of confidentiality', where only certain members of staff are aware of an issue because of its sensitive nature. Those concerned must ensure that everyone who is party to confidential information is aware of the fact and maintains confidentiality.

When a voluntary helper comes into school to assist, staff should ensure that they are given this confidentiality statement before they begin, which they should sign and return to the office. In all cases they should defer to the member of staff with whom they are working. Where the confidential matter pertains to that member of staff then they should defer to his/her line manager (usually the Head or Deputy Head Teacher). It must be emphasised to helpers that everything that goes on in school has an element of confidentiality about it, as even seemingly minor matters can be distorted once in the public domain. Again, if they are at all unsure then a matter should be treated as confidential unless told otherwise by the class teacher or senior member of staff.

Where a disclosure regarding a possible Child Protection matter is made, staff should complete a 'cause for concern' form (attached) in line with our Safeguarding and Child Protection Policy and report any such disclosure to the named member of staff with responsibility for Child Protection (ie. the Head Teacher), who will take appropriate action. Concerns should be treated as confidential and should only be shared within the relevant 'circle of confidentiality'.

Name:.....

Signed:.....

Date:.....