

**ST PETER'S
CHURCH OF ENGLAND
(VOLUNTARY AIDED)
PRIMARY SCHOOL
SOUTH WEALD**



St. Peter's School
A Church of England Primary School

**CONFIDENTIALITY
POLICY
for Volunteers in School**

'For the children to realise their God-given gifts and talents, and grow following the example of Jesus.'

Matthew 19:26- But Jesus looked at them and said, "With man this is impossible but with God all things are possible"

Document to be read alongside the School's GDPR Policy

February 2022

Confidentiality Policy

Volunteers and external students are asked to read this policy before working in school.

Aims and Objectives

- To protect the child at all times
- To give all staff and volunteers clear guidance as to their legal and professional roles
- To ensure good practice
- To reassure pupils, parents and carers that their best interests will be maintained.

Rationale

1. For children and adults in school to enjoy privacy from gossip
2. To enable the school to be fair to all its community
3. For children and adults to have disciplinary matters dealt with according to school policy and out of the eye of the wider school community
4. To enable the school to put the child at the heart of the learning process and to provide a safe, secure learning environment
5. To hold and safeguard information received
6. To remind the school that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality

Guidelines

- **Parents in school working as volunteers in the office, classrooms or as part of the School Association, will not report matters concerning learning or discipline to other parents in the school either verbally or via social media. 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**
- There are clear guidelines for handling child protection issues, the Head Teacher is the designated person who deals with such issues.
- When volunteers such as parents and members of the School Association are working in classes they should not discuss educational matters outside of the classroom, eg the specific use of teaching assistants' time for particular pupils or groups of pupils. The provision and work with these children is for the teacher to discuss with the relevant parents or carers
- Photographs of children should not be used without parent/carers permission. The school gives clear guidelines about the use of cameras and videos during public events
- Parents should not have access to any other child's books, marks and grades at any time. Information about groups' (attainments) should not be on public display, especially during Parents Evenings. Class lists, addresses and telephone numbers of parents and children will not be passed on except by prior agreement.
- Photos taken at school events eg sports day- that contain images of any other child must not be shared on any social media sites. Failure to comply with to this may lead to the individual or group being barred from such events at the school.

Equal opportunities

Staff may wish to discuss an individual case with a class or group. For instance it can support the inclusion of a child with Aspergers Syndrome or Autism, if their peers are made aware of the condition and so have some idea of what to expect. Similarly, a child with visual impairment can be supported if his/her friends know how to look after them in the playground. In such cases permission will be sought from the child and his/her parents or carers.

Monitoring and Evaluation

The Headteacher has responsibility for monitoring this policy and for ensuring all personnel invited into school eg volunteers, speakers, specialists, are made aware of this.

Last Review: February 2022

Next Review: February 2024



St Peter's CE Primary School

Safeguarding and confidentiality information for visitors / volunteers in school

Safeguarding / Child protection

If you have any concerns about the health and safety of a child at this school please share this information with the appropriate member of staff as soon as possible.

If a child discloses any information directly to you which causes you to be concerned about their health and safety, please write down what is said, using the child's own words and pass this to the designated person. Do not promise confidentiality.



Designated child protection officer:
Iain Gunn (head teacher)



Deputy child protection officer
Catherine Reynolds (SENCO)



In the absence of both the above please see Charlotte Stapleton (deputy head).

If the concern or allegation relates to the head teacher please contact the allocated governor for child protection issues – Mrs Samantha Pryce or the Chair of Governors – Mrs Victoria Dorrington. (see office for contact numbers)



Confidentiality

Parent volunteers / visitors are not able to use the staff room at break times and lunchtimes. Please feel free to make drinks during assembly, or straight away after the breaks.

Please ensure you do not share any information about children in school with anyone else outside of school, including that child's parents.

If you have concerns please speak to the class teacher, head teacher or deputy ensuring that the conversation is private and cannot be overheard.