



## CONFIDENTIALITY POLICY

Last revised: Spring 2019

Next review: Spring 2022

### DEFINITIONS

The following terms shall have the following meanings for the purposes of this document:

**the School** means Clifton All Saints Academy

It is essential that information about children and the School remains confidential.

Whilst in the classroom information may be heard regarding children and families. This may come from children themselves, members of staff or parents. Any information passed on or overheard in School must be treated as strictly confidential and must not be disclosed or discussed outside the School. If information is passed on to you which has a direct bearing on the safety, wellbeing or education of a child this must be passed on to the class teacher, or to the Child Protection Officer, Mrs Ward.

Working within the School demands tact and sensitivity. Caution needs to be exercised if you are asked questions about children and their families, especially in social settings. Any discussion about the progress or behaviour of a child must be sanctioned by the class teacher and take place in their presence.

The behaviour management approach is led by the class teacher and it is expected that classroom assistants and volunteers will accord with this and try to maintain a consistency in approach.

### VOLUNTEERS

The School cannot stress too highly the importance of discretion when helping in the School. If staff are having a professional dialogue with each other or with external advisors, please maintain a distance which ensures privacy.

Passing on details about a child's ability or behaviour, or about events which have taken place can cause distress or anxiety to other parents and difficulties for the staff. School staff will report to the senior management team any breaches of confidentiality and they will make a decision about the suitability of the volunteer in question.