



Confidentiality Policy

Responsible Committee	Full Governing Body
Date reviewed	January 2026
Next Review date	January 2029
Signed on behalf of the Governing Body	
Print name	

Confidentiality Policy

Confidentiality is an essential element of our school and an issue for all groups who work and help within the Chambersbury Primary school community. This policy aims to clarify information regarding all these groups.

Staff:

There are four main points to remember:

- ✚ Details of pupils are not to be disclosed to any parents or carers other than those of the pupil concerned
- ✚ Information regarding a pupil's progress is passed on to the parent or carer only by the class teacher or the Headteacher unless specific circumstances arise where a key worker (through discussion and agreement with the Headteacher/Head of Pupil Progress & Development and family) may also be involved.
- ✚ Staff should feel that they can talk freely about pupils in the staff room, safe in the knowledge that what they say will not be repeated elsewhere.
- ✚ Discussions relating to the conduct of other members of staff between staff is unprofessional and unacceptable

Parents:

As parents provide support in school and on day trips and residential journeys, they become members of the professional team. Parents in these situations will see and hear a great deal inside and outside the classroom but must not repeat anything or discuss anything in relation to children other than their own. Details relating to practice or individual children should not be discussed away from school in the wider community.

Parents should also be aware that there are some circumstances where the teacher is unable to discuss confidential pupil details which may be affecting their behaviour or progress.

Any parent working as a volunteer helper in the school will be asked to sign a confidentiality agreement form following access to this policy. This slip must be signed on an annual basis. Any proven breaches of confidentiality will result in parent helpers being banned from volunteering inside the school building.

Governors:

The Governing Body always acts and makes decisions as a corporate body and this minimises the need for discussions to take place beyond Governing Body Meetings. Any discussions and supporting paperwork that forms part of the Governing Body and Governing Body Committee Meetings is deemed to be confidential at all times. Some items will need to be treated as specifically confidential when the rest of the agreed minutes come into the public sphere. Minutes specifically relating to these confidential matters, will be recorded and appended on a separate confidential attachment. The Herts Welcome to New Governors in Hertfordshire Handbook states:

'Governors must observe complete confidentiality, especially in relation to matters concerning individual staff, pupils or parents. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be treated as confidential. Governors should exercise the utmost prudence when discussions of potentially contentious issues arise outside the governing body'.

At Governing Body meetings highly personal and confidential matters are discussed. The Governors' Guide to the Law states,






"how individual governors vote, and opinions by governors involving a named person which are in a way sensitive or critical, should always be regarded as confidential."

To help governors understand the fragility of their role, the following should be considered:

- ✚ No information regarding pupils assessment or test results, other than those legally required, should be shared with others
- ✚ Confidential papers should be kept in a secure place
- ✚ Information should not be shared with partners
- ✚ Any details of the Headteacher's performance review must remain strictly confidential to those present at the review
- ✚ Paperwork containing details of staff salaries should remain confidential to the Resources Committee
- ✚ Minutes of meetings should be labelled as draft until they have been approved

Any complaints made regarding a member of staff or a governor, should initially be discussed with the Headteacher. If a parent decides to make a formal, written complaint regarding a member of staff, this should be passed to the Headteacher. In the case of a complaint regarding a governor or the Head, the letter should be passed directly to the chair. This is to ensure impartiality of panel members at complaint hearings. Governors approached by parents need to steer them in the direction of the School staff rather than becoming involved in direct discussions.

This document should be read in conjunction with the following agreed whole school policies:

-  Child Protection
-  Whistle Blowing
-  Disciplinary and Capability
-  Complaints Procedures
-  Code of Conduct

Appendix 1



Slip for Parent Volunteers

CHAMBERSBURY PRIMARY SCHOOL
HILL COMMON, HEMEL HEMPSTEAD, HERTS H31 8JH

Attached is your copy of our Confidentiality Policy. Please read the policy, sign the slip and return the slip to Mrs Norton in the school office.

Thank you.

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I confirm that I have received and read the Confidentiality Policy.

Signed:

Date:

Print name: