



**Supportive, Cooperative, Adventurous**

### **Equality and Diversity**

Campfire Education Trust is committed to promoting equality of opportunity for all staff and job applicants. The Trust aims to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

### **Data Protection**

Campfire Education Trust will process personal data of staff (which may be held on paper, electronically, or otherwise). Campfire Education Trust recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

Ratified	Version	Date
Rewritten	1	July 2019
Adopted by Board of Trustees	1	September 2019
LGB		
<b>Next Review Date:</b>		September 2021

# **CONFIDENTIALITY POLICY**

## AIMS

The primary aim of this policy is to ensure the safety, well being and protection of our pupils and staff. It should be read in conjunction with the Staff Code of Conduct. Local Governors, Members and Trustees are covered by the Code of Conduct that they sign annually and includes a section on confidentiality.

This policy also aims to:

- ensure that the Trust's attitude to confidentiality is easily understood and that there is trust in the boundaries of confidentiality operating within the Trust.
- allow pupils and staff in the Trust to enjoy privacy from gossip.
- enable the Trust to be fair to all its community.

## RATIONALE

### At Campfire we believe that:

- The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff make about confidentiality. The appropriate sharing of information between Trust staff is an essential element in ensuring our pupils' well-being and safety.
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- Everyone in the Trust community needs to know that no-one can offer absolute confidentiality.
- Everyone in the Trust community needs to know the limits of confidentiality that can be offered by individuals within the Trust community so they can make informed decisions about the most appropriate person to talk to.

## GUIDELINES

In practice there are few circumstances where absolute confidentiality can be offered in a Trust. We strive to strike a balance between ensuring the safety, well-being and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection procedures and good practise are followed. Against this background, we adhere to the following guidelines:

- Staff will not discuss details of individual cases arising from staff meetings/management decisions to any person without a direct professional connection to and interest in the welfare and education of the individual concerned.
- Staff will not enter into detailed discussions about a particular pupil's behaviour with other pupils or their parents/carers.
- At full Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the Trust community will be dealt with in the Headteacher's report under Part 2, confidential. This is not for the knowledge of persons outside the Governing Body meeting. Matters in Part 2 are minuted separately and minutes are not published.
- Governors and Trustees, in particular those sitting on Discipline Committees, will not divulge details about individuals (be they staff, families or individual pupils) to any person outside of the meeting.
- Parents in academies working as volunteers in the office, classrooms, or as part of the Parents and Teachers Association will not report cases of poor behaviour or pupil discipline or Trust issues to other parents. This allows the teachers to deal with such matters in line with Trust policy and on occasions to allow pupils to put the matter right without the direct involvement of their parents.
- When volunteers such as parents and friends of the Trust are working in classes they do not discuss matters outside of the classroom.

- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be securely stored in the Headteacher's office. A copy will also be held by the person to whom the information pertains.
- Matters of Child Protection are made known to staff on a need to know basis.
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- Volunteers, students and supply teachers are asked to read this policy before working in the Trust.

### **Inclusion**

Where it is deemed that discussing an individual case with a class or group will support the inclusion of that child, permission will be sought from the child and his/her parents or carers prior to any such discussions taking place.

### **Additional References:**

#### **Policies for:**

- Behaviour and Discipline
- Child Protection
- GDPR
- Inclusion
- Appraisal and Capability
- The safe photography and video recording of Trust activities by parents/carers and pupils policy
- Visitor's policy
- Whistleblowing

Please refer to our GDPR policy to see how we manage personal information in accordance with the Data Protection Act.

All staff members are required to sign this policy and agree to abide to it. Discussing Trust issues outside the workplace or in the workplace with people not directly involved is detrimental to the Trust and individual people concerned and should not happen.

I have read and understood this policy

Name

Signature

Date