

Governor Visit Feedback Form

Northern
House
School



To remain confidential to the school. Confidentiality policy enclosed.

Name:	Area of Responsibility:	Date:
Staff visited		
Objectives of visit		
Outline of visit		
Observations and feedback		
Action/Follow up		
Teacher comment		

Signed Governor

..... Teacher/Headteacher

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Confidentiality

At Northern House School Academy Trust we often come into contact with confidential information from a variety of sources. To ensure that all visitors and everyone working at the school can do so with professionalism and confidence, we will respect confidentiality in the following ways:

- Parents and carers will have access to files and records of their own children.
- Staff will only discuss individual children or situations within a professional context and with the parents and carers.
- Information given by parents and carers to the school will only be shared, if appropriate, in a professional context.
- Personnel issues will remain confidential to the people involved.
- Concerns regarding the personal safety of individual children will be shared appropriately within a professional context and will be stored securely.
- Visitors will not discuss the specific details regarding individual children, staff or situations outside the context of Northern House School Academy Trust.
- The school will comply with all requirements of the Data Protection Act and the Freedom of Information Act.