*CONFIDENTIALITY POLICY*

*for Scoil Triest Taxi and Bus Drivers*

***Confidentiality refers to the limited use of information about Scoil Triest pupils, parents and staff which may be obtained by taxi drivers during the course of their work.***

1. Sharing of any information should be done only on a need to know basis.
2. When meeting with parents, only information relating to their own child should be discussed. Drivers should decline to enter into any conversation relating to other pupils in the school.
3. Pupil / school business should not be discussed outside school hours during social occasions. School business should not be discussed on transport vehicles or in areas of the school environment where non staff members may be in a position to hear. It is particularly important not to identify any student by full name outside of the school building / premises.
4. Discussion of pupil / school business is strictly forbidden on social networking sites. Engagement in discussion about any social networking sites with Scoil Triest pupils should be discouraged and distraction strategies should be used.
5. Drivers should be made aware of Individual Behaviour Management Plans where relevant and at the discretion of the teacher and Multi-disciplinary team.
6. Discussions involving confidential details in relation to school or pupil / family business should not take place in a public area where discussion can be overheard.
7. Names, address and phone numbers of any family should not be circulated to anyone without their consent.
8. Private and sensitive information relating to a pupil and his / her family which comes to drivers attention should only be discussed with the School Principal, Deputy Principal or the most senior teacher present in the school and should not be shared publicly.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read the above Confidentiality

Policy in relation to Scoil Triest Special School and agree to abide by it.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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PRINCIPAL

Any breach of this policy may result in disciplinary action being taken by the Board of Management.

Please ensure that any breach of this Confidentiality Policy is reported to the School Principal / Deputy Principal or most senior member of staff.

Reviewed APRIL 2013.

19th April 2013

Dear Drivers,

Please find enclosed Confidentiality Policy Scoil Triest for your attention. This policy has been ratified by the Board of Management and approved for circulation to yourselves by Bus Eireann.

Please sign attached sheet and return to Linda or Geraldine in Scoil Triest office.

Thank you,

Geraldine Bond.
Principal