

Document Name:	Confidentiality Policy
Review Committee:	Full Governing Body
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Introduction

This policy was developed to ensure that anybody working with children in this school understands the expectations of confidentiality whilst making suitable provision for the safe-guarding of children in this school. To this end personnel working with pupils are aware of the confidentiality statement.

Confidentiality Statement

Conversations at breaks and lunchtimes are often about school, individual children and their families, such conversations must be regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, the child and the parents of the child. Any comments made by about a child, or an incident at school may be misinterpreted and lead to misunderstandings. Small incidents are dealt with in school and should end there. More serious incidents will be discussed, in confidence, with parents.

Everyone must be clear about the need for confidentiality on any such school matters. Volunteer helpers in school are all asked to respect confidentiality on such matters to avoid misunderstandings and upset.

Aim

Our aim is to:

set out guidelines for responding to situations when staff and helpers are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue, when it is possible that some children will want to discuss information that is of a personal nature, or may sometimes make disclosures about risky or illegal behaviour.

Objectives

Our objectives are to:

- ensure that staff, parents and pupils understand what will happen if these situations occur
- define 'confidentiality' and ensure that staff, pupils and parents understand what is meant by 'confidentiality' at our school
- explain the implications of this for application within the school
- ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school

Implementation

This policy is covers all situations both in and outside the classroom.

'Ground Rules' will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):

- we will respect each other's views
- we will listen carefully to one another
- no put-downs!
- if staff think the child is being hurt in some way or is not safe, they will refer the matter to the headteacher who is the designated member of staff for Child Protection
- when the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, another rule will be included
- whatever is talked about in the lesson will stay between those in the class and not be discussed elsewhere

Following the guidance in the Child Protection policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that information will not be told to anyone else. It will be explained that in order to help, it may be necessary to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, staff or helpers must seek further advice from the head teacher as indicated in the Child Protection policy.

In the following circumstances confidentiality will always be broken:

- life and immediate risk
- a third party is at risk of abuse or neglect
- when subpoenaed to a Court of Law
- prevention of terrorism

Following a disclosure:

- inform the child who you will talk to and what you will say and explain how you will continue to support them through the process

'Confidentiality' also refers to protecting the information that is held about the pupils in this school and their families. All staff endeavour to maintain confidentiality when appropriate, for example by considering any conversations about pupils and their families, the purpose of these conversations and where these take place. All volunteer helpers at the school will be made aware of this through the Confidentiality Statement.

Role of governors

Governors will make sure that:

- all staff and volunteer helpers working at school are made aware of the contents of this policy and the implications of it for everyday practice
- all parents will be made aware of this policy and its contents
- all external agencies working in school to deliver elements of PSHE will be made aware of this policy and its contents by the teacher of that group. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct

See also governor's standing orders.

Monitoring and Evaluation

The headteacher monitors this policy on a regular basis through consideration of the following:

- number of incidents reported
- levels of confidentiality
- informal feedback from staff and parents