



Confidentiality Policy

March 2018

To read in conjunction with our:
Safeguarding and Child Protection Policy
Data Protection Policy
E Safety Policy
PSHE/RSE and Drugs Education Policies
Staff Code of Conduct Policy

Huntley C of E Primary School Confidentiality Policy

Date of original policy: April 2011

Policy developed by: Mrs Owen/Mrs Curtis (Head teacher) and Mrs Bryson (Governor) in consultation with all staff, governors, parents and children.

Reviewed: March 2018

Next review: March 2020

Every student and member of staff has the right to be treated with dignity and respect. The UN Convention on the Rights of the Child states that: "The wishes of a young person must be taken into account when considering their best interests."

Aims:

When teachers are working with children on personal, social and health education programmes or in the teaching of any sensitive or controversial issue, 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. This policy aims to set out guidelines for responding to such situations.

Objectives:

- To ensure that governors, staff, parents, pupils and contractors understand what will happen if these situations occur.
- To define 'confidentiality'.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Huntley C E Primary School.
- To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

Guidelines for practice:

This policy is particularly relevant to the teaching of PSHCE, Drug Education and RSE. However it also 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!
- We don't name names or talk about things that are very personal to us.
- If the teacher thinks that someone has said something that makes them think someone is being hurt in some way or is not safe, they will have to talk to someone else about it.

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education we will add:

- Whatever we talk about in this lesson will stay between us. No gossiping in the playground!
- No one will be expected to answer personal questions

Following the guidance in our *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 you will not tell anyone else. Explain that in order to help, you may need to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated in our *Child Protection* policy.

In the following circumstances, we will **always** break confidentiality:

- Threat to the life of or immediate risk to the pupil
- Prevention of terrorism
- A third party is at risk of abuse or neglect
- When you have been subpoenaed to a Court of Law
- When the student has been sexually, physically or emotionally abused.
- When the teacher has the express consent of the student

Following a disclosure:

- Agree with the child who you will talk to and what you will say
- How you will continue to support them through the process
- The teacher should always discuss the matter with the school Designated Safeguard lead (DSL)

Governors, staff, parents, pupils, volunteers and contractors should be aware of the confidentiality implications of the use of social media and understand that anything communicated in social media does not necessarily remain confidential to the parties' involved.

Confidential information can be sent if needed using the Egress password protected system. The Head teacher and Administrator have passwords for this.

'Confidentiality' also refers to protecting the information we hold about the pupils in this school and their families. All staff will endeavour to maintain confidentiality when appropriate, for example, by considering the conversations they have about pupils and their families, the purpose of these conversations and where these take place.

The content of Pupils' records will be regarded as confidential and will only be shared on a need to know basis and within the scope of the School's published 'Data Protection Policy.'

All students and helpers at the school will be made aware of this through our Confidentiality Statement (see below):

Confidentiality Statement:

Teachers talk about their job constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families.

We ask that such conversations are 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 students 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.

We feel sure you will understand the need for such confidentiality on school matters. As a student/helper in the school we ask that you respect confidentiality on such matters to avoid misunderstandings and upset.

Thank you for your cooperation!

How we are meeting these objectives:

- All staff and volunteers working at Huntley C E Primary School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- Parents will be made aware of this policy and its contents
- External agencies working in school to deliver elements of PSHCE will be made aware of this policy and its contents. 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 and the school's code of conduct.