

Confidentiality Policy



Cam Everlands Primary School

“We believe, achieve and celebrate”

Approved by:	Governing body	Date: January 2023
Last reviewed on:	January 2020	
Next review due by:	January 2026	

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1. Introduction

We aim to protect all children at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles and responsibilities and to ensure good practice throughout the school which is understood by children, parents/carers and staff.

We put the child at the heart of the learning process and provide a safe and secure learning environment. We implement the underlying principles of the Every Child Matters agenda and address the issues which may arise about confidentiality. We are committed to developing creative and positive ways for the child's voice to be heard whilst recognising our responsibility to use, hold and safeguard information.

Sharing information inappropriately, or unnecessarily, is an erosion of trust.

We are mindful that staff are placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

2. Confidentiality Statement

Conversations between adults at break and lunchtimes are often about school, individual children and their families and 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.

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 Induction Process.

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.

3. 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.

4. 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

5. Implementation

This policy 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 Safeguarding Lead

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

6. Following a disclosure:

Following the guidance in Keeping Children Safe in Education which is repeated in our Safeguarding and Child Protection Policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances will 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 Designated

Safeguarding Lead (DSL) or one of the Deputy DSLs as indicated in the Safeguarding and Child Protection Policy.

In the following circumstances confidentiality will always be broken:

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

We will inform the child who the information will be shared with, what will be said and explain how we will continue to support them through the process

7. 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

8. 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

9. Links to other policies

- Safeguarding and Child Protection
- Staff Discipline
- Data Protection