

Date approved :

Date to be reviewed:

Governor Name: _____ **Signature:** _____

King's Stanley Church of England Primary School Confidentiality Policy

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 staff, parents and pupils understand what will happen if these situations occur

To define 'confidentiality'.

To ensure that staff, pupils and parents understand what is meant by 'confidentiality'

To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

To explain the implications of this for practice within the school

Guidelines for Practice:

This policy is particularly relevant to the teaching of CPSHE, S.R.E., Drug Education and RE. 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 I (*the teacher*) think that someone has said something that makes me think they are being hurt in some way or are not safe, I 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 another rule that:

Whatever we talk about in this lesson will stay between us. No gossiping in the playground.

Following the guidance in our Safeguarding Children 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 Safe Guarding Children 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

Following a disclosure:

- Agree with the child who you will talk to and what you will say
- Also how you will continue to support them through the process

'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. All Governors, staff, 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 for the teacher, the child and the parents of the child. Any comments made 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 Governor, member of staff, student or 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 working at King's Stanley C. of England Primary School will be made aware of the contents of this policy and the implications of it for their everyday practice.

All parents will be made aware of this policy and its contents.

All external agencies working in school to deliver elements of CPSHE 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.

King's Stanley C of E Primary School

Statement of Confidentiality

All members of staff, governors, regular visitors and volunteers (1x per week over 4 weeks) are required to sign the following statement relating to confidentiality.

- I have read and understood the Confidentiality Policy and agree to adhere to this in my role at King's Stanley C of E school, during my time at the school and after I have left.
- I recognise that I am in a position whereby, at certain times, I may have access to information concerning individual stakeholders.
- I agree to only discuss information relating to King's Stanley C of E school and its stakeholders on a 'need to know' basis, as defined in the confidentiality policy.
- I agree not to post or share information online through any means, including all areas of social media, eg Facebook, Twitter, which relates to any individual stakeholder or brings King's Stanley C of E school into disrepute.
- As a volunteer I understand school decides when and where I will be volunteering in school, that I am responsible to the teacher I am placed with and I should discuss with them any concerns or information that needs to be shared about stakeholders.
- Should I become concerned about a child's welfare I know that it is my responsibility to share that concern with the Designated Safeguarding Lead: Mr Derk van den Broek or the Deputy Designated Safeguarding Leads: Mrs Rose-Anne Williams or Mrs Sharon Hagg.

I agree to refer all requests for information by an outside agency or the media to the Head Teacher.

Signed:

Date:

Name (please print):

Role in school:

Signature of school representative / Date:

Please sign and date and hand to Mrs Cunneen in the school office