

## **St. Laurence C.E. (A) Primary School & Foundation Stage**



### **Confidentiality Policy**

#### **AIM**

To ensure that all staff and other adults working in school are clear about the levels of confidentiality they can offer to the school community and expect themselves.

#### **OBJECTIVES**

- To clarify the boundaries of the legal and professional roles and responsibilities (e.g. Child Protection Procedures).
- To enable staff, other adults in school, parents/carers and pupils to understand that varying levels of confidentiality are offered in different circumstances.
- To clarify the 'school's' position in regard to family and personal information which may be disclosed confidentially.
- To promote good practice

#### **Where and to whom the policy applies**

**Where** – anywhere that school business is being conducted: in school, on the school grounds, on outings and visits.

**Who** - all staff: teachers, teaching assistants, administration staff, lunchtime staff, any other support staff.

Visiting professionals and external agents: Educational Psychologist, Behaviour Support, Speech Therapist, School Nurse, advisors and inspectors, supply teachers, etc. (subject also to their own contractual requirements)

Other visitors: theatre groups, demonstrators, sports coaches, etc.

Any other people working in school: students, parents, other volunteers.

**It is expected that all adults in school will act with discretion in regard to all information and activities.**

#### **Confidentiality and pupils**

##### **All school staff**

We recognise that there are occasions when pupils are worried about something and choose to talk to adults in working in school. Whilst all the adults would want to be helpful there may be difficulties if pupils reveal information of a confidential nature.

### Professional role

- When talking with pupils maintain professional boundaries.
- Deal with the pupil sensitively.
- If necessary encourage the pupil to talk with a more appropriate adult (teacher, school nurse, Child Protection Liaison Officer (CPLO), parent/carer. Offer support if necessary.
- The class teacher is responsible for the children in her/his class. Adults working with those pupils would generally report to that teacher only. The report would be about work/learning outcomes, behaviour, relevant conversations, and any other issues of relevance or concern. The teacher would then decide who else might need to be consulted or informed.
- Reassure pupils that their best interests will be maintained.

### Professional duty

**It must be made clear to pupils that unconditional confidentiality cannot be offered if they begin to talk about something where confidentiality is an issue. The adult must explain that certain other adults may need to be told.**

**If there is a child protection issue it is the adult's DUTY to inform the school's designated Child Protection Officer who may have to involve other agencies.** (see Safeguarding & Child Protection Procedure Policy)

### **The School Nurse**

The School Nurse discusses health issues with the child's parent/carer. Teachers may report matters of concern to the School Nurse and there may be sharing of relevant health information in order to help the child. The School Nurse is governed by that agency's guidance.

### **Other professionals in school**

The outcomes of visits and consultations from other professionals in school is discussed with the child's teacher and possibly with the Special Educational Needs Coordinator and or Head Teacher. Parents will usually be informed.

### **Confidentiality and Adults**

#### **Confidentiality and information about Parents and Families**

We recognise that sometimes there may be family issues which might affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. We respect the wishes of the family and where it is felt necessary to share the information given to us, this will be discussed with the parent first unless a pupil is considered to be at immediate risk and/or there is an overriding child protection concern.

#### **Confidentiality and information about Staff and Governors**

All staff can normally expect that their personal situations and health will remain confidential unless

- It impinges on their terms of contract or

- Endangers pupils or other members of staff or
- It is necessary for legal proceedings or
- Despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure.

The policy will be reviewed every two years.

**Statement for Parents and Carers concerning confidentiality**

In school we regard information about your child or your family as confidential. Children often talk with the adults working in school about events they have experienced. Occasionally they may reveal something of a sensitive nature. Any information is shared only with those members of staff who need to know in order to help the child. We expect all adults who work in our school, whether they are staff, outside agencies or voluntary helpers to behave with the utmost discretion at all times.

**Statement for the children**

If you are worried about something you can tell one of the adults in school. They will help you and only tell another adult if that adult can help you too.

Agreed and adopted by Governors

Signed.....Headteacher

Signed.....Chairman of Governors

Date:

Review November 2017