

## Barnby Dun Primary School Confidentiality Policy

### Policy writing group

This policy was constructed by the teaching staff and has been approved by the Healthy Schools Task group, which represents the whole school community.

### Links

This policy is linked to our policies for Child Protection, P.S.H.C.E., S.R.E. and Learning & Teaching.

### Rationale

We aim to provide emotional and physical protection and welfare for the children in our school. In order to do this the adults working in our school must be clear about their roles and responsibilities in developing and sustaining trusting relationships with our children. They should also be sure of the need for maintaining confidentiality and the circumstances in which an apparent breach of confidentiality is justified.

### The role of adults working in our school

All adults working in our school must remember that many things said and done by our children which raise concerns, often have innocent explanations.

We will reassure our children that although we cannot offer them unconditional confidentiality, we always maintain their best interests.

- All adults working in our school will implement the Child Protection policy.
- All adults working in our school will encourage children to talk with their parents / carers.
- Anything that adults working in our school see or hear while in school should remain confidential to the school.
- Any concerns should be discussed with the Head teacher, the designated teacher for child protection, at an appropriate place and time. In her absence discuss concerns with the Deputy.

- If a child insists on continuing with an apparent disclosure, gently stop the child and suggest that the conversation continues with the two of you plus Head teacher
- When talking about incidents or sharing anecdotes, which have happened in school, we must avoid using names or any details, which would allow anyone else to identify those involved in the incident.
- If a parent/carer makes a disclosure in conversation with any adults working in our school, the adult should remember to keep this confidential. If the disclosure raises concerns about the welfare of the child then these concerns should be discussed with the designated teacher for child protection at an appropriate place and time.
- Any photographs taken of any of our pupils will not be published without first obtaining consent from each child's parents or carers.
- When a telephone caller requests details of a child's personal circumstances we will always, in the first instance, ask for the callers telephone number, without fulfilling the request. Once we have ascertained the validity of the request we will return the call.

We will make this policy available to any adult working in our school so that they can assist in its implementation.

Reviewed April 2016  
Next review April 2017