

## Confidentiality Policy

Written by: Ms Howard

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*Building Community, Enriching Lives*

This policy has been developed by the Headteacher and the PSHE Co-ordinator through consultation with Governors, parents, children and appropriate outside agencies.

### AIMS

When teachers are working with children on personal, social and health education topics, 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 (in part A).

It also describes the behaviour expected of those who, through their contact with the school, may come into possession of confidential or otherwise sensitive information about the school, children, their families, staff or the management of the school (in part B).

### OBJECTIVES

- To ensure that staff, parents and pupils understand when information is held in confidence within the school, when confidentiality has to be broken and the reasons for breaking confidentiality.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Longney C of E Primary Academy.
- To ensure that staff and specialist visitors consider the issue of confidentiality when discussing the children in their care and incidents that may have happened or have been disclosed at school.

### A: GUIDELINES FOR TEACHING PRACTICE

This policy is particularly relevant to the teaching of Personal, Social, Health Education(PSHE), Drug Education and Sex and Relationship Education (SRE). However, it also covers all situations both in and outside the classroom.

#### **Ground Rules**

'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,
- We don't make negative comments towards others; and,

- We don't name names or talk about things that are very personal to us.
- If I (*the teacher, member of staff*) 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 Ms Howard about it to see if it is necessary to tell anyone else about it.

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, another 'Ground Rule' will apply:

- Whatever we talk about in this lesson will stay between us. It does not need to be discussed in the playground or outside of school!

### **Action following sensitive disclosure**

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.** All disclosures or issues that are of any concern will be logged by the adult in a Child Protection file the office.

### **BREAKING CONFIDENTIALITY**

In the following circumstances we will always break confidentiality:

- An imminent threat to the life or welfare of any person,
- To prevent or detect the commission of serious crime: and,
- When under a legal obligation to do so, e.g. when ordered to do so by a court.

### **Following a disclosure:**

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

### **B: GENERAL STANDARDS OF CONFIDENTIALITY**

'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 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**. This is important in order to maintain trust in the school.*

*The work, progress and behaviour of individual children is a matter for the teacher, the child and the parents of the child.*

*Inappropriate or careless comments made about children can cause misunderstandings. Although small incidents involving children are to be dealt with in school and should end there, more serious incidents will be discussed, in confidence, with parents.*

**How we are meeting these objectives:**

- The policy is made available to staff and parents in the school office and on the school website.
- All staff working at Longney C of E Primary Academy 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 PSHE 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.]**

**Related policies:**

Safeguarding

Sex and Relationships Education

Drugs and Substance Misuse

PSHE

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**Reviewed:** March 2019