



"Developing potential without limitations"

## Frieth C.E.C. School Confidentiality Policy

**Date implemented :** June 2014

**Member of staff responsible:** Headteacher

**Governing body committee responsible:** Curriculum and Policy committee

**Headteacher's signature** .....Mrs Jo Reid

**Chair of Governor's signature** ...Mrs Merelina Tebbot

Review date: October 2016	signed: Jo Reid	date: 31/10/16
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Review date: June 2018	signed: Jo Reid	date: 18/06/18
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### Introduction:

A clear confidentiality policy ensures good practice throughout the school.

Governors, staff, visitors and parents need to be fully informed of the policy. Every effort should be made to explain the principles of the policy to the children according to their age.

### Aim:

To ensure that all members of the school community understand their respective roles in relation to confidentiality.

Confidentiality can be defined as; 'When one person receives personal or sensitive information from another person, they do not pass this information on to anyone else without the consent of the person they have received it from.'

### Statement for staff and those from outside agencies working with staff

When talking with children it is important to maintain professional boundaries. It is only in exceptional circumstances that schools would handle information without parental knowledge, particularly with regards to younger pupils. The right to confidentiality needs to be balanced against responsibility to protect children.

Staff should not offer unconditional confidentiality when a child first begins to talk about something where confidentiality may become an issue e.g. **safeguarding concerns**.

Children should be informed that where there is a child protection issue you are legally required to inform the Headteacher, who at Frieth is also the Designated Teacher for Child Protection **or the deputy designated leads for safeguarding in the absence of the headteacher. They** may have to involve other agencies.

When working with children as a whole class or in small groups discussing sensitive issues e.g. self-esteem, Sex and Relationships Education (SRE), ground rules must be set. This latter point is particularly important during 'Circle Time' when children may wish to discuss sensitive issues. All involved need clarity about the level of confidentiality and whether this is different from other lessons.

In all cases where it is felt information might need to be passed on, inform the child and reassure them that their best interests will be maintained.

If appropriate, children must encouraged to speak to their parents/carers about the issue that they are sharing, offering them support in so doing if this is also appropriate.

### Statement for parents/carers

Frieth operates an open door policy; parents and carers are always welcome in school to talk over concerns, in private where necessary.

Although it is unusual for issues of confidentiality to arise, it is important to have a clear policy to ensure the best response where necessary.

Staff will be supportive to children who approach them with concerns but it will be made clear that confidentiality cannot be maintained on anything that involves an illegal activity or anything that is a child protection issue where the child or others are likely to be at risk of significant harm.

If a staff member has reported an issue over which they cannot offer confidentiality, Senior staff will liaise with parents.

It is only in exceptional circumstances that schools would handle information without parental knowledge, particularly with regards to younger children.

Parents will be made aware of confidential services in the area where help can be found.

#### Statement for children

If something is worrying you, you can talk to your class teacher or another member of staff.

Staff can help you with a lot of things.

Sometimes if you are unhappy about something that might hurt you or get you into serious trouble, your teacher won't be able to keep it a secret but your teacher will always tell you if other people who can help you must be told.

Your teacher will help you sort it out or find someone who can help.

#### Related policies:

Behaviour

Anti-bullying

Child protection

Volunteers in School Policy and Handbook.