



# CONFIDENTIALITY POLICY

**2020**

*Rodmarton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment. All staff and volunteers are subject to an enhanced DBS check.*

*Please refer to the school's Child Protection Policy for more information.*

*'We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.'*

Agreed date: February 2020  
Next review: Spring Term 2022

## **Introduction**

This policy was developed to ensure that anybody working with children in this school understands the expectations of confidentiality whilst making suitable provision for the safe-guarding of children in this school. To this end, personnel working with pupils are aware of the confidentiality statement.

## **Confidentiality Statement**

Conversations at breaks and lunchtimes are often about school, individual children and their families, such conversations must be regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact 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.

Everyone must be clear about the need for confidentiality on any such school matters. Volunteer helpers in school are all asked to respect confidentiality on such matters to avoid misunderstandings and upset.

## **Aim**

Our aim is to:

set out guidelines for responding to situations when staff and helpers are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue, when 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.

## **Objectives**

Our objectives are to:

- ensure that staff, parents and pupils understand what will happen if these situations occur
- define 'confidentiality' and ensure that staff, pupils and parents understand what is meant by 'confidentiality' at our school
- explain the implications of this for application within the school
- ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school

## **Implementation**

This policy covers all situations both in and outside the classroom.

Following the guidance in the 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 information will not be told to anyone else. It will be explained that in order to help, it may be necessary to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, staff or helpers must seek further advice from the head teacher as indicated in the Child Protection policy.

In the following circumstances confidentiality will always be broken:

- life and immediate risk
- a third party is at risk of abuse or neglect
- when subpoenaed to a Court of Law
- prevention of terrorism

Following a disclosure:

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

‘Confidentiality’ also refers to protecting the information that is held about the pupils in this school and their families. All staff endeavour to maintain confidentiality when appropriate, for example by considering any conversations about pupils and their families, the purpose of these conversations and where these take place. All volunteer helpers at the school will be made aware of this through the Confidentiality Statement.

### **Role of governors**

Governors will make sure that:

- all staff and volunteer helpers working at school are made aware of the contents of this policy and the implications of it for 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 by the teacher of that group. 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

### **Monitoring and Evaluation**

The Head teacher monitors this policy on a regular basis through consideration of the following:

- number of incidents reported
- levels of confidentiality
- informal feedback from staff and parents