



A Co-operative Academy

Rickley Park Primary School Confidentiality Policy

1. Key Value

We look after ourselves, each other and our world by taking responsibility for our actions.

2. Introduction

2.1 This policy sets out the expectations for the use of confidential information at Rickley Park Primary School.

3. Definition

3.1 The overall meaning of a confidential relationship is openness and agreement about what will happen to information disclosed between two, or more, people. It may not have to take the form of total secrecy. In practice there are few situations where absolute confidentiality is offered. In most cases only limited confidentiality can be offered. The boundaries of confidentiality should be made clear at the beginning of the conversation.

4. Aims

All members of staff working on the school site are clear about the levels of confidentiality that they can offer to the school community and expect themselves.

5. Objectives

For everyone: (parents, staff, governors and pupils) to understand the varying levels of confidentiality which might be offered in different circumstances.

6. Links

This confidentiality policy should be regarded as linked to all other school policies including, but not limited to, the policies for child protection; anti-bullying; sex and relationships education; religious education and equal opportunities.

7. Guidelines

7.1 Confidentiality and pupils

We recognise that there are occasions when pupils are worried about something and feel that they cannot talk about it to their parents/carers. This can result in enormous stress for the individual which impacts on their education and health. Some pupils may feel that they can turn to teachers and other staff members for support and we want to be as helpful as we can whilst recognising that there maybe some potential difficulties in being supportive. All adults are expected to adhere to the following policy:

- Adults must be clear to pupils that they cannot offer unconditional confidentiality when a pupil first begins to talk about something where confidentiality may become an issue.
- Pupils should be aware that the school follows the child protection guidelines.
- School staff can only offer confidentiality to pupils on issues that do not involve significant illegal activities. If the conversation begins to move to this kind of issue, the pupil must be warned that confidentiality cannot be guaranteed.

- In all cases where an adult feels that they have to break confidentiality with the pupil, they must inform the pupil and reassure them that their best interests will be maintained.
- In talking with pupils, adults need to encourage them to talk to their parents/carers about the issue that may be troubling them and support in doing this should be offered where appropriate.
- Pupils should be made aware of the specialist confidential services that may be available in the school community e.g.; school health nurse, doctor.

7.2 Confidentiality and staff/governors

All staff can 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.

7.3 Confidentiality 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 will 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 parents first unless a pupil is considered to be at immediate risk and/or there is an overriding child protection concern.

7.4 Confidentiality and visitors

A 'visitor' in this context is any person who works in school either in a paid or a voluntary capacity. In some instances, the visitor may become privy to personal information regarding pupils, parents and staff that is of a confidential nature.

7.5 Lines of Responsibility and Referral

If a member of the school community receives information where they believe a child protection issue is addressed, they should refer the case to the designated child protection officer in school. The person must make it clear to the pupil that they will be passing on the information but that the information will remain confidential, between them and the designated officer. If confidentiality has to be broken, the child must be informed first.

A teacher does not have a general duty to inform the Headteacher and other staff of disclosures by a pupil. The decision as to whether to do so must be a matter for a teacher's discretion, having regard for child protection issues, unless the Headteacher issues an instruction that they should be informed, in which case the teacher must comply.

8. Dissemination

8.1 This policy will be widely publicised to all in the school community:

- Through the staff handbook
- In staff induction
- Through the newsletters / assemblies / school council

8.2 There is an agreement between the Governing Body and everyone who works in school to sign a declaration that they have read and understood the policy and agreeing not to use any such information outside the school context and to share relevant information with other agencies in situations of child protection. (See *Appendix A*).

8.2.1 For existing staff this is to be signed by September 2014, and for all new staff this is to be signed on commencement of employment.

8.2.2 All staff will be required resigned by all staff members if there are any alterations to the policy.

Policy Approved: May 2014

Review Due: May 2018

APPENDIX A



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Confidentiality Agreement

This is an agreement between the Governing Body of Rickley Park Primary School and everyone who works in school either in a paid or a voluntary capacity (*regulated activity*).

*I
understand that in the course of my work in school, I may be party to personal information regarding pupils, parents and staff that is of a confidential nature.*

I have read and understand the school's Confidentiality Policy (June 2014).

I agree to follow the school's Confidentiality Policy (June 2014) and to not use any such information outside the school context. I agree to share relevant information with other agencies in situations of child protection.

Signature of member of staff/volunteer worker/governor

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Date