



**St Peter's Catholic Primary School, Waterlooville
Confidentiality Policy and Agreement**

Control Box

Version	1	Date/Effective from	16 th February 2017
Author	Richard Cunningham	Review Date	February 2020
Committee	N/A	Responsibility	Full Board of Governors

"Have the support of a caring community where all feel respected, safe and secure"

All members of the School Community are entitled to confidentiality unless this impinges on their own well being or that of others. Staff, pupils, parents and governors need to know when they can expect confidentiality and when it can not be guaranteed.

Aim:

To inform all connected with the school of the level and nature of confidentiality that is to be offered to them and expected of them.

Objectives:

- To define situations in which confidentiality must be assured.
- To identify levels of access to confidential information.
- To ensure all staff, volunteers and visitors respect the confidentiality of information they come across pertaining to pupils and other adults.
- To outline those occasions when confidentiality can not be promised.

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 may be some potential difficulties in being supportive.

Personal Disclosures

If a child makes a disclosure or indicates that there is a matter that is distressing them, they should be withdrawn from the earshot of others as soon as is possible. It is important that staff are aware of maintaining professional boundaries. Staff should listen but never ask leading questions.

It must be made clear to pupils that staff cannot offer unconditional confidentiality.

In cases that come under Child Protection, children should be told that people who can help must be informed but that the adult they are speaking to will only tell those who need to know in order to help.

In all cases where it is necessary to break confidentiality with the pupil, the pupil must be informed and reassured that his/her best interests will be maintained.

Any personal information should be regarded as private and not discussed with others, except those who have a need to know. ['need to know' = in order to follow legal guidelines or an approved policy of the school]

School staff can not offer confidentiality to pupils on issues that involve significant illegal activities eg exploitation, drug trafficking, arson, etc. If the conversation begins to move to this kind of issue, the pupil must be warned that confidentiality cannot be guaranteed.

Pupils should be encouraged to talk to parents or carers and given support to do so if necessary.

Childline & NSPCC numbers will be advertised within the school.

Confidentiality of educational matters

No child's behaviour should be discussed in the presence of another pupil or parent.

Parents in school as volunteers should not discuss other children's behaviour or performance, or any educational matter, with other children, the child's parents or any person outside the school.

Governors will not be given details about individual pupils unless it is necessary to carry out the functions of the governing body e.g disciplinary, exclusion matters. Governors will not divulge details about individual pupils to any other person.

A child's health or medical condition will only be discussed with other members of the school community, with the permission of the child and parents/carers.

If family circumstances or issues are disclosed to staff, these will be treated confidentially and only passed to other staff members on a need to know basis unless a pupil is considered to be at immediate risk and/or there is a child protection concern in which case the Designated Safeguarding Lead(s) will be informed.

Confidentiality of staff personnel issues

'To walk hand in hand with God, loving Him, loving each other and loving ourselves, doing our best with the gifts He gave us to make the world a better place'

Staff performance management is confidential, within the terms of the Performance Management policy. Records will be stored in a locked cupboard/ cabinet or the headteacher's computer.

Governors will not be given details about individual staff members unless it is necessary to carry out the functions of the governing body e.g disciplinary matters. Governors will not divulge details about individual staff members to any other person.

All staff can normally 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 or
- there is a legal obligation to disclose such information or
- it is necessary for legal proceedings or
- despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure.

Record Keeping

Personal records will be kept in a locked cupboard/filing cabinet and will only be accessed by the headteacher. The school business manager will have access for filing purposes.

Children's records will be kept in a locked cupboard/ filing cupboard. A parent/carer may see their own child's records but not those of other children. Anything which may endanger the safety of a pupil may be withheld.

Staff need to be aware that class record books, information for supply teachers, notes and correspondence from parents that is in the classroom could potentially be sensitive and take all reasonable precautions to keep these confidential.

This policy was developed in line with DfE documentation and government and Local Authority requirements including:

Guidance to schools on Sex and Relationship Education
National Healthy Schools Status – A Guide to Schools
The Children's Act 2004
Data Protection Act
LA Child Protection Procedures
Freedom of Information Act

Teaching and non teaching staff, the school council, representative parents and governors were consulted in the original drawing up of this policy. The current update was carried out by the headteacher and submitted to the Governing Body for approval on the date noted on the cover page.

This policy applies to all school staff, visitors, volunteer helpers and external agencies visiting the school.

All staff will be informed of the contents and appropriate training delivered. Triangulation of evidence needs to be considered when training staff in order that

'To walk hand in hand with God, loving Him, loving each other and loving ourselves, doing our best with the gifts He gave us to make the world a better place'

they understand the risks of sharing some information which when added to a person's prior knowledge or wider access to information could lead to a breach of confidentiality.

Class teachers are responsible for sharing relevant aspects with pupils.

Parents are informed of the policy through newsletters and the school prospectus.
The policy is available in the school office.