



CONFIDENTIALITY POLICY

Name of School	Stanmore Primary School
Date of Policy Issue	October 2023
Date of Policy Review	October 2024
Name of Headteacher	Mrs Sharon Taylor

Principle

A clear, explicit and well publicised confidentiality policy ensures good practice throughout the school which staff, (including staff from external agencies), parents/carers and pupils can easily understand.

Aim:

- To ensure that 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.
- For everyone to understand the varying levels of confidentiality which might be offered in different circumstances.

All school staff members: 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.
- When talking with pupils, it is important for you to be aware of maintaining your professional boundaries. Whilst being supportive where you can, distancing techniques should be used when appropriate and pupils encouraged or supported to access the confidential services offered on the school site.
- You must be clear to pupils that you cannot offer unconditional confidentiality when a pupil first begins to talk about something where confidentiality may become an issue.
- Pupils should be warned that if there is a child protection/safeguarding issue where the pupil, or others, are likely to be at risk of significant harm you are under a duty to inform the school's Child Protection Liaison Officer who may have to involve other agencies.

- In all cases where you have to break confidentiality with a pupil you must inform the pupil and reassure them that their best interests will be maintained.
- In talking with pupils, you 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. (See Child Protection Policy)
- Pupils should be made aware of the specialist confidential services that may be made available in school e.g. school nurse, Emotional Literacy Assistant, Educational Psychologist, Social Worker etc.

The school nurse and school based health service: Confidentiality and pupils

The requirement to offer a confidential service is within the professional Code of Practice for school nurses and other health service staff. Health professionals like everyone else, must inform appropriate services if they become aware of a child protection/safeguarding issue in discussions with a young person.

Adult helpers/mentors: Confidentiality and pupils

- If a pupil discloses either any form of abuse or anything else that would be a threat to their safety the Child Protection Liaison Officer must be informed.

Parents and Families: Confidentiality and information about parents/carers 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/carers first unless a pupil is considered to be at immediate risk and/or there is an overriding child protection/safeguarding concern.

School staff will check all pupil records to ensure that a parent holds Parental Responsibility (PR) and that there are no court orders in place, when disclosing information about a child either in person or over the phone.

Parents/carers must be informed that there must be legal documentation before the school refuses to disclose information to an adult who holds PR. The school must see this documentation. Where there is any doubt, the school will contact Legal Services. The school will not get involved in personal disputes between parents. Where safeguarding becomes a concern in disputes, appropriate agencies will be contacted.

Staff: Confidentiality and information about staff

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.

Linked policies: Bullying, Child Protection, Health and Safety, PSHE, Drug Education and Sex and Relationship policy.

Implementing and Monitoring the Policy

The Headteacher and Governing Body will ensure implementation of the policy through

- Ensuring areas needing developments feature in the school action plan.
- Ensuring staff are aware of their responsibilities.
- Collecting and using any relevant information gathered during policy reviews to inform planning.
- Reporting any relevant information to the Governing Body.