

HAZEL WOOD INFANT SCHOOL

CONFIDENTIALITY POLICY

Aim

To ensure all members of staff working on the school site are clear about the levels of confidentiality that they should offer to the school community and expect themselves.

Objectives

- To be transparent about the process for developing and reviewing this policy
- For everyone to understand the varying levels of confidentiality which might be offered in different circumstances
- To meet the recommendations within the DCfS Sex and Relationships Education Guidance

It is necessary because;

- A clear, explicit and well publicised confidentiality policy ensures good practice throughout the school which staff (including staff from external agencies), parents and pupils can easily understand
- It ensures the school is clear about the boundaries of their legal and professional roles and responsibilities e.g. Child Protection procedures

This policy applies to;

- All teaching and non-teaching staff employed by the school
- All visiting staff working with children on the school site during the school day
- All parents assisting in the school environment
- All visiting students

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 and 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. There may be some associated difficulties when being supportive.

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 e.g. ELSA

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.

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

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

All adults working in school agree to respect the privacy and confidentiality of anything they are party to during the school day. If asked about school by a third party all queries should be referred to the Headteacher.

Confidentiality and information about staff and governors

All staff can normally expect that their personal situations and health will remain confidential unless

- It impinges on their terms of contract
- It endangers pupils or other members of staff
- There is a legal obligation to disclose such information
- It is necessary for legal proceedings
- Despite the duty of confidence, the staff members interest or the wider public interest justifies disclosure

This policy is linked to the Bullying, Child Protection, Health and Safety, PSHE and Drug Policies

Date: September 2009

Next Review Date: September 2012

Consultation Documents

- **Guidance to School on Sex and Relationships Education**
Department for Education and Skill (Ref DfES 0116/2000)
- **What to do if you're worried a child is being abused**
Department of Health
- **National Healthy Schools Status - A Guide for Schools**
- www.wiredforhealth.gov.uk