

Confidentiality Policy

Wix Primary School
October 2016

Policy written by: Rebecca Osuntokun, Acting Head Teacher

Agreed by Governors: 11 October 2016

Reviewed by: October 2018

Aims and scope

At Wix Primary School we want to ensure that all members of the school community understand their respective roles in relation to confidentiality.

This confidentiality policy covers all school activities including lessons, pastoral support, extra-curricular activities and use of services such as school nursing and health services.

It includes all members of the school community; pupils, teachers, support staff, senior management, governors and should reflect the legal rights of parents.

Pupils

The school will ensure that pupils:

- Know that members of staff cannot offer unconditional confidentiality
- Are reassured that their best interests will be maintained
- Know that if their confidentiality has to be broken, they will be informed and then supported as appropriate
- Are encouraged to talk to their parents or carers and are provided with support to do so
- Are informed of alternative sources of confidential help, for example the school nurse, counsellor, GP or local young persons advice centre
- Are given the opportunity to agree ground rules for lessons where sensitive issues may arise e.g. PSICHE, RE, SRE, these ground rules should be behaviour focused and implementation should be consistent and rigorous.

Parents /Carers

The school will ensure that parents /carers:

- Understand the school's policy in relation to confidentiality; and
- Are encouraged to talk to their children and opportunities to support them in this are built into the school's communications

Staff

The school will ensure that all members of staff understand:

- The school's policy in relation to confidentiality
- That they cannot offer unconditional confidentiality to pupils
- The boundaries agreed by the school in relation to sensitive issues
- The agreed procedure for recording and reporting disclosure and the nature of access to this information.

Headteacher and Governors

The Acting Headteacher, Executive Headteacher and Governors should monitor:

- Disclosures to staff within the agreed boundaries in the school; and
- The consistency in implementation of the policy, ensuring boundaries are not being overstepped and that new staff receive information about this policy in their induction.

Specialist Agency Involvement

The school will comply with its obligations and commitment to multi agency working as set out in further detail in the Child Protection and Safeguarding Policy.

Where appropriate the school will introduce the knowledge and support of outside agencies and individuals, e.g. the school nurse, social services. This will be done with the guidance and supervision of the Designated Safeguarding Lead or a Designated Member of Staff.

Information Sharing

The school will be guided by with the advice set out in “Information Sharing” issued by HM Government in March 2015 when dealing with child protection and safeguarding issues.
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

Recording and Reporting Confidential Information

If a member of staff has any concern about an issue and/or information which has been disclosed to them, they should report to the Designated Safeguarding Lead or a Designated Member of Staff for Child Protection using the procedures in the Child Protection and Safeguarding policy.

Policy written by: Rebecca Osuntokun, Acting Head Teacher

Agreed by Governors: 11 October 2016

Reviewed by: October 2018