



Churchside Federation

CONFIDENTIALITY POLICY

Policy Statement

The school respects everyone's right to privacy. Everyone in the school is expected to work within the guidelines of this policy. Care and due consideration is taken over decisions to break confidentiality.

Personal Disclosures

Any disclosures of sexual activity at primary school are automatically a child protection issue and Child Protection procedures need to be followed.

Any action that is taken as a result of a disclosure will always have considered the best interests of the child first and foremost.

Upon a child disclosing information, the teacher will decide:

- Whether to pass the information on to anyone if the child or anyone else is clearly not at risk from harm.
- Discuss the information with the headteacher and school's designated teacher for Child Protection if there is any doubt as to whether or not it is a child protection issue and Child Protection procedures need to be initiated.
- Inform the police of any illegal activity.

Confidentiality within the Classroom

Ground rules make it clear to pupils that personal questions or disclosures are inappropriate in classroom lessons, apart from during Circle Time when rules are established regarding respect for other pupils' opinions and privacy if they choose to speak on sensitive matters.

Pupils are dissuaded from exerting pressure on anyone to answer personal questions.

When situations and issues are discussed, depersonalisation techniques are used (e.g. collecting group ideas, using case studies) so that issues can be explored without personal information being disclosed.

External Visitors

Outside agencies are made aware of the confidentiality policy and work within its limits when delivering any part of the curriculum.

Other professionals work within their own codes of confidentiality when they deliver their services to individual children.
Parent helpers are aware of the school's confidentiality policy.

Parents/carers are aware that you can never offer complete confidentiality if you deem that someone is at risk from harm.

Disclosing Information

All staff are aware that they should not pass on information about children or their parents/carers indiscriminately.

Provision has been made for keeping information held in the school office confidential. (Locked filing cabinet.)

Staff should always consider the suitability of the surroundings and the presence of other people when they have conversations with children, parents or carers that may need to be kept confidential.

Talking openly about personal situations of staff, pupils and parents is discouraged.

If confidentiality has to be broken because someone may be at risk from harm:

- Children are told **when** the information has been passed on.
- Children are kept informed about **what** will be done with the information.
- Children are told **who** the information is given to, to alleviate their fears about everyone knowing.

Parents/carers will be informed about their children e.g. with regard to health concerns, behaviour changes, accidents and injuries etc.