

BOSLEY ST MARY'S CE (controlled) PRIMARY SCHOOL



Confidentiality Policy

Reviewed

_____ July 2014 _____

Signed Head Teacher

SignedChair of Governors

*'Achievement for All in a
Caring Christian Community'*

Aim:

This policy has been produced to ensure all members of the school community understand and are clear about the levels of confidentiality that they can offer and can expect themselves.

Objectives:

For everyone to understand the varying levels of confidentiality which might be offered.

For everyone to understand that different circumstances and situations may need differing levels of confidentiality e.g. child protection.

Why the Policy was Developed:

This policy was developed because:

- The school recognises the importance of a clear, explicit and well published confidentiality policy that ensures good practice throughout the school which all stakeholders can understand.
- The school needs to be clear about the boundaries of their legal and professional responsibilities e.g. child protection procedures.
- Different professionals can offer varying levels of confidentiality in different circumstances which can confuse staff and pupils.
- Sometimes parents and families may wish to disclose information confidentially to the school. Schools need to be clear about their position.

How the Policy was Formulated?

In consultation with the staff, parents and governors.

Who does the Policy apply to?

- All teaching and non-teaching staff working at the school.
- All visiting staff working with the pupils – supply teachers, student teachers, teachers from external agencies delivering services e.g. clubs.
- Parents working with pupils.

THE POLICY**Staff:**

As staff we recognise that there are times when pupils may seek help from a member of staff concerning an issue they feel unable to discuss with their parents/carers. We want to be as helpful as we can whilst recognising there could be potential difficulties in being supportive.

Staff need to adhere to the following guidelines:

- When talking with pupils professional boundaries must be maintained. distancing techniques should be used when necessary or access to confidential services offered on the school site.
- Pupils need to understand that staff can not offer unconditional confidentiality when a pupil begins to talk about something where confidentiality may be needed.
- **Pupils must be warned that if there is a child protection issue e.g. where the pupil is at risk of significant harm, the Child Protection Officer (Mr Barard or Mrs Burton) must be informed and other agencies may have to be involved. This must be explained to the pupil in a sensitive manner, informing them that the people that can help are the only ones who will be told.**
- School staff can only offer confidentiality to pupils on issues that do not involve illegal activities. If it seems the conversation might move this way the pupil needs to know that confidentiality can not be guaranteed.
- Where confidentiality must be broken the pupil needs to be told and reassured that their interests are at the heart of the matter.
- Pupils must be encouraged to talk to their parents/carers and supported in doing so.

Parents and Carers:

The school recognises that there may be a family issue which might affect a pupil and the family will only disclose it if they can be sure the information will be treated confidentially. The wishes of the parent will be respected. When it is felt necessary to break the confidence this will be discussed with the parent first unless a pupil is considered to be in immediate risk and/or there is an over riding child protection issue.

Staff and Governors:

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

- It affects their terms of contract.
- It endangers others.
- There is legal obligation to disclose such information.
- It is necessary for legal proceedings.

Parent and student support helpers

Any parent/carer/student who supports in school must be aware of the confidentiality of both pupils and staff. Personal information that they may become aware of relating to pupils and/or staff; this includes the learning needs and attainment of pupils, must not be shared outside school. Should they be in any doubt they should speak with a class teacher or the headteacher.

I have read and understand the importance of adhering to the Confidentiality Policy at Bosley St Mary's School.

Signed

Position in school

Date