

CONFIDENTIALITY POLICY

Designated member of staff: G Tucker

Aims

When employees of the school are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue, it is possible that some children will want to discuss with their teachers or other school staff, information that is of a personal nature, or may sometimes make disclosures about risky or illegal behaviour. This policy aims to set out guidelines for responding to such situations.

Objectives

- To ensure that staff, parents and pupils understand what will happen if these situations occur.
- To define 'confidentiality'.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Woodmancote School.
- To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

Guidelines for practice:

This policy is particularly relevant to the teaching of CPSHE, Drug Education and SRE. However it also covers all situations both in and outside the classroom.

- 'Ground Rules' will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):
 - We will respect each other's views
 - We will listen carefully to one another
 - No put-downs!
 - We don't name names or talk about things that are very personal to us. If I (*the teacher*) think that someone has said something that makes me think they are being hurt in some way or are not safe, I will have to talk to someone else about it.

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, we will add another rule which is that:

'Whatever we talk about in this lesson will stay between us. No gossiping on the playground!'

- Following the guidance in our Child Protection policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that you will not tell anyone else. Explain that in order to help, you may need to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated in our Child Protection policy.
- In the following circumstances we will always break confidentiality:
 - Life and immediate risk
 - Prevention of terrorism
 - A third party is at risk of abuse or neglect
 - When you have been subpoenaed to a Court of Law
- Following a disclosure:
 - Explain to the child who you will need to talk to and what you will say
 - How you will continue to support them through the process

Particular care should be taken should it be necessary to make a written record or reference to information. This should only be done when absolutely necessary, protected so only those authorised can see it, and destroyed/deleted when no longer required.

'Confidentiality' also refers to protecting the information we hold about the pupils in this school and their families. All staff will ensure they maintain confidentiality when appropriate, for example by considering the conversations they have about pupils and their families, the purpose of these conversations and where these take place. All students and helpers at the school will be made aware of this through our Confidentiality Statement (see below).

How we are meeting these objectives:

- All staff working at Woodmancote School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- All Parents and Governors will be made aware of this policy and its contents.
- All external agencies working in school to deliver elements of CPSHE will be made aware of this policy and its contents. When working with the whole class or groups of children, they will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.

Date: Nov 2007

Signed.....

Reviewed: November 2009

Reviewed: January 2012 (No changes)

Reviewed: Jan 2017 changes to expectations and statement)

Confidentiality Statement:

Teachers have to talk about their job constantly with their colleagues. Conversations at breaks and lunchtimes are often about school, individual children and their families.

All such conversations should be treated confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, the child and the parents of the child. Any comments made by students, Midday Supervisors or visitors about a child, or an incident at school may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in school and should end there. More serious incidents will be discussed, in confidence, with parents.

We feel sure you will understand the need for such confidentiality on school matters. As a student/ helper in the school we expect that you respect confidentiality on such matters to avoid misunderstandings and upset.

Thank you for your cooperation!