



# CONFIDENTIALITY POLICY

This policy sits in conjunction with the school's policies on Child Protection, Sex and Relationships and Drugs Education, Anti bullying Policy. It has been developed and implemented in consultation with the whole school community including pupils, parents/carers, staff, governors and partner agencies.

Summer 2024  
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## Introduction

All schools are asked on occasions to keep information confidential. This can relate to a variety of issues including under age sexual activity, drugs use, abuse or other dangerous or illegal activities. It is important that the whole school follows the same clear and explicit policy. Pupils, parents and carers should be made aware of this and how it works in practice.

### Aims:

- ❑ To give clear guidance to all members of the school regarding confidentiality issues
- ❑ To encourage young people to talk to a trusted adult if they are having problems
- ❑ To give staff confidence to deal with sensitive issues

### In lessons:

- ❑ Ground rules and distancing techniques should be used where sensitive issues are to be addressed e.g. in PSHCE and SRE. Staff should explain to pupils WHY ground rules apply and why they are important
- ❑ Staff should not put pressure on pupils to disclose personal information and should discourage fellow pupils from applying any such pressure. Ground rules should reiterate this

### Personal disclosures

Disclosures from pupils may take place at an inappropriate place or time. If this happens, the member of staff should talk again individually to the pupil at the end of the session but definitely before the end of the school day. The member of staff should discuss the issue with the Headteacher, Deputy Headteacher or Learning Mentor. Please refer to the Safeguarding and Child Protection Policy.

### Key Points:

- ❑ Pupils should be reassured that their best interests will be maintained
- ❑ Pupils should know that staff cannot offer unconditional confidentiality

- ❑ Pupils should be reassured that, if confidentiality has to be broken, they will be informed first and then supported appropriately
- ❑ Pupils should be informed of sources of confidential help, for example, the school nurse, counsellor, GP, Connexions or local young person's advice service
- ❑ Any personal information should be regarded as private and not passed on indiscriminately (for example in the staff room)
- ❑ If a member of staff receives information that leads them to believe that there is a child protection issue, they should refer the case to the Headteacher, who is also the Senior Designated Safeguarding Lead, (or to the Deputy Head or Lead Learning Mentor) following a discussion with the young person involved
- ❑ Pupils should be encouraged to talk to their parents or carers and be given support to do so where ever possible
- ❑ Government guidance requires professionals to consult as much as possible with parents about their children when referring to another agency. In general, parents should be asked if they wish to be referred, UNLESS THERE IS REASON TO THINK THAT OBTAINING SUCH CONSENT MAY PUT THE YOUNG PERSON AT RISK. If your referral is about child abuse (or the risk of it) rather than 'children in need', it is good practice to consult Social Services BEFORE discussing the issue with parents, unless a parent has asked you to make the referral and is already aware of it.

### **Information is shared under GDPR.**

- ❑ If it is required to be shared for safeguarding reasons then information is shared due to a legal obligation to protect children (Children Act 2004).
- ❑ Third party information regarding a child, a parent, or a member of the public, will only be shared when there is a perceived safeguarding risk. The source of information will not be revealed without the express permission of the informant or direct lawful request from other professionals. Eg Police.

### **Health professionals**

Health professionals are bound by their professional codes of conduct to maintain confidentiality when working in a one to one situation. When working within a classroom, they are bound by relevant school policies. It is good practice for the member of staff in charge of planning the programme of study to meet with the health professionals first to go through these policies. In line with best practice

guidance, like other school staff, health professionals will seek to protect privacy and prevent inappropriate personal disclosures in a classroom setting, by negotiating ground rules and using distancing techniques.