

North Nibley C of E Primary School

CONFIDENTIALITY POLICY – DRAFT

Policy status	Non-Statutory
Committee responsible for this policy	Finance & Resources
Policy reviewed/amended	June 2021
Policy review frequency	Every 3 Years
Policy due for renew	June 2024

Our Vision is to inspire and celebrate learning, achievement, faith and fun.

Ours is a school that works in partnership with the community to enable and equip each child to live life to the full, reflecting the Christian values of our foundation.

We will realise our Vision by:

- demonstrating, as a Church school, our Christian values in action
- providing a happy, healthy and secure environment where all are respected, valued and encouraged to contribute
- encouraging participation and a love of learning by offering experiences full of opportunity and creativity
- pursuing excellence in every aspect of school life, supporting one another and celebrating the achievements of all

This policy embodies the school's vision and Christian values in action by:

- Making it clear that the school **respects** the private information and privacy of pupils and their families
- Providing guidance to enable staff and volunteers to act **responsibly** with all information they gathers in their roles as educator, acknowledging the school's special place in the local community

A Biblical Perspective:

Proverbs 11:13

"A person who gossips can't keep secrets. But a trustworthy person can keep a secret."

Introduction:

When teachers are working with children and young people 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 information that is of a personal nature, or they may sometimes make disclosures about 'risky' or illegal behaviour. It is very important that the school supports its pupils, parents and staff by having a clear policy on confidentiality, to provide guidance when these situations occur.

Young people need to be clear about the rules of confidentiality that apply in their school, and that a member of staff cannot guarantee absolute confidentiality. These principles are explicit within our Confidentiality Policy, though other relevant policies, such as Child Protection, Relationships and Sex Education, Physical Health and Mental Wellbeing and Drugs Education, should also be read. There is a comprehensive list at the end of this policy.

Aims:

This policy aims to set out guidelines for responding to such situations.

Objectives:

- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at North Nibley School.
- To ensure that staff, parents and pupils understand what will happen in the event of a disclosure
- To explain the implications of this for practice within the school.
- To ensure that staff and volunteer helpers consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

What is 'confidentiality' at school?

School staff (including student teachers or helpers) talk about their roles constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families. The work, progress and behaviour of individual children is a matter of fact for the teacher, the child, their parents and other staff when they play a role in supporting these children.

All our conversations are regarded as confidential. Comments and observations made in school should stay between school staff only (or outside agencies as required – see below). They are not to be shared with other families or children, including your own, when a child or family can be identified. Any comments made outside school about a child or an incident at school may be misinterpreted and/or misunderstood.

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

Helpers in the school need to respect this confidentiality as a condition upon which they are allowed to participate in the life of the school. We feel sure you will understand the need for such confidentiality on school matters.

Thank you for your co-operation!

Guidelines for practice:

This policy is particularly relevant to the teaching of Personal, Social Health and Relationships Education (including Physical Health and Mental Wellbeing), Drug Education and Relationships and Sex Education. However, it covers all situations both in and outside the classroom.

1. 'Ground Rules' will be made explicit in lessons whenever appropriate. These Rules will include the following:
 - We will respect each other's views
 - We will listen carefully to one another
 - There will be no put-downs!
 - We will not name names or talk about things that are very personal to us. If I (the teacher) thinks 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 in the playground!'

2. The school will ensure that staff cannot ever give unconditional confidentiality
 - 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 a teacher will not tell anyone else and the teacher must explain that in order to help, they 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, the teacher must seek further advice as indicated in our Child Protection Policy.

 - In the following circumstances we will always break confidentiality:
 - * Immediate risk of harm to wellbeing, including safeguarding concerns
 - * Illegal activity
 - * Prevention of terrorism
 - * A third party is at risk of abuse or neglect
 - * When you have been subpoenaed to a Court of Law

3. Our procedure following a disclosure will be:
 - a) We will agree with the child who we will talk to and what we will say.
 - b) We will explain how we will continue to support them through the process.
 - c) 'Confidentiality' also refers to protecting the information we hold about the pupils in this school and their families. All staff will endeavour to 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:

- 1) All staff working at North Nibley School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- 2) All parents will be made aware of this policy and its contents.
- 3) All external agencies working in school to deliver elements of PSHCE, Relationships and Sex Education, Physical Health and Mental Wellbeing will be made aware of this policy and its contents. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.

Cross-policy referencing:

It is noted that the following documents include aspect-specific guidance on confidentiality. Should the guidance therein prove to be at variance with this policy, then the Finance and Resources committee will arbitrate. Please point out any contradictions as we continue our programme of policy review.

Acceptable Use of Technology and Social Media
(Code of Conduct)

Anti-bullying, Anti-hate & Anti-radicalisation

Assessment & Target Setting

Attendance

Behaviour in School Policy

Child Protection Policy and Procedures

Children Missing Education

Complaints Policy

Confidentiality

Data Protection

Designated Teacher (Children-In-Care)

Drugs Education and Management

Early Years Foundation Stage

E-Safety Policy

Freedom of Information

Governor Handbook

Governor Visits

Health and Safety

Health Education

HIV+AIDS

Image-Use Policy

Initial Teacher Training

Keeping Children Safe in Education

Mental Health and Wellbeing

Online-Safety

Relationships and Sex Education Policy

Special Educational Needs & Disabilities

Staff - Safer Recruitment, Selection and

Induction

Staff Code of Conduct

Staff Discipline, Conduct and Grievance Policy

Staff Handbook

Supporting Pupils with Medical Conditions

Volunteer Handbook

Whistleblowing

SAFEGUARDING STATEMENT:

THIS DOCUMENT IS PART OF OUR SUITE OF SAFEGUARDING POLICIES AND PROCEDURES.

IT MUST BE READ IN CONJUNCTION WITH THE FOLLOWING, ALL OF WHICH CAN BE FOUND ON OUR WEBSITE: www.northnibley.gloucs.sch.uk

- Acceptable Use of Technology & Social Media
- Administration of medicines
- Allegations against staff
- Anti-bullying, anti-hate and anti-radicalisation
- Attendance
- Behaviour
- Child Protection & Safeguarding Procedures (including COVID-19 measures)
- Children Missing Education
- Complaints
- Confidentiality
- Curriculum Policies - Computing and E-Safety
- Curriculum Policies - Drug Education
- Curriculum Policies - PSHE
- Curriculum Policies - PE
- Curriculum Policies - Relationships and Sex Education
- Curriculum Policies - Science
- Curriculum Policies - Collective Worship
- Educational visits
- First Aid
- Health and Safety
- Keeping Children Safe in Education (2020)
- Intimate Care
- Offers of Early Help
- Physical Intervention
- Remote Teaching and Learning Policy
- Risk Assessments
- Safer Recruitment, Staff Selection and Induction
- Safer Working Practices
- Special Educational Needs and Disabilities
- Staff Code of Conduct & Staff Handbook
- Visitors and Volunteers – Codes of Conduct (Update Pending)
- Whistleblowing
- Working Together to Keep Children Safe (2018, as updated in 2020)