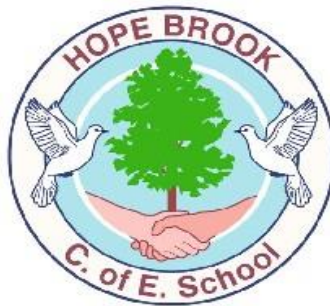


Hope Brook Church of England Primary School



Confidentiality Policy

The staff and governors are committed to the development of each child in a positive, healthy and respectful learning environment to encourage all children to achieve their fullest potential.

We want all the children and adults to achieve success through their own efforts, teamwork, self-discipline and motivation; and through links with the Church, the local community and the global community, work towards a better future for themselves and the world in which they live.

Confidentiality Policy

Aims:

When we are working with children on personal, social and health education programmes, or exploring any sensitive or controversial issue, it is possible that some children will want to discuss 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.

'We' refers to teachers, governors, parents, all staff employed by the school and working on behalf of Hope Brook C of E School.

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 Hope Brook C of E Primary 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.
- To ensure that parents have a right of access to any records held on a child

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.

- 'Classroom Rules and Circle time rules' will be made explicit in lessons whenever appropriate and are always clearly displayed for easy reference.

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 in the classroom.'

- 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:
 - Agree with the child who you will talk to and what you will say
 - How you will continue to support them through the process
- ‘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).

Confidentiality Statement:

We talk about our job constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families.

We ask that such conversations are regarded as 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.

Small incidents are dealt with in school and should end there. More serious incidents will be discussed with teachers who will take appropriate action.

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

Thank you for your cooperation!

Our infant children say

I would tell the teacher about a problem. Sometimes I feel scared to tell but I know I can tell a teacher or share it in circle time. Sometimes I know that the teacher may have to tell somebody else.

Our junior children say.....

Children at Hope Brook School should be confident to go to a teacher, dinner lady, friend, parent or anyone you trust and tell them something private if it is worrying them but must understand that they may need to tell someone else about the child's problem to be able to help that child.

How we are meeting these objectives:

- All staff working at Hope Brook C of E Primary School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- All parents 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, 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.
- All social care, medical and personal information about a child will be held in a safe and secure place which cannot be accessed by individuals other than designated school staff
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and an information sheet is made accessible to staff who need that information – but will not be on general view to other parents/children
- Photographs of children in the newsletter and on the website will not include their individual names
- Parents are made aware that information about their child will be shared with a receiving school when they change schools
- Addresses, contact numbers and email details will not be passed on except in special circumstances or to a receiving school, or when parents have agreed to the transfer of such information
- Computer records containing personal data are password protected and secure

- Issues related to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions

Please also refer to these policies:

Child Protection Policy

Sex and Relationships Policy

Drug Education Policy

CPSHE Policy

SEN policy

Date of policy: March 2014

Date of review: March 2019

This policy was formulated by Mrs Mair Blackman (CPSHE Co-ordinator) in consultation with all staff, governors, parents and children

This policy was accepted by the Governing Body at their meeting on Wednesday 12th March 2014, and will be reviewed in 5 years.

Signed

Chair of Governors

Signed

Headteacher