



St. Andrew's
C.E. Primary School

St Andrew's CE Primary School **Confidentiality Policy**

Policy Statement

At St. Andrew's we respect everyone's right to privacy; assuming all stakeholders work within the guidelines of this policy. Breaks in confidentiality are considered carefully.

Aims

We aim to protect all of our children at all times by ensuring staff have clear and unambiguous guidance as to their legal and professional roles. Good practice throughout school will be shared, transparent and understood-

- Consistent messages in school regarding safe handling, including training through Team Teach
- Fostering an ethos of trust within school
- Ensuring staff, parents and children are aware of the school's confidentiality policy and procedures
- Commitment to developing children's emotional health and well being, including nurture systems
- Reassure pupils that their best interests will be maintained
- Encourage pupils to talk to their parents and carers
- Understand that all stakeholders know that unconditional confidentiality cannot be guaranteed
- Ensure that correct Child Protection procedures are followed
- Ensure confidentiality is a whole school issue with lessons and expectations setting the ground rules for protection
- Understand that health professionals are bound by a different code of conduct
- Ensure that parents have right of access to any records the school may hold on their own child but not to any other child (see also Freedom of Information)

Personal Disclosure

Children may make personal disclosures in 1-1 or group settings, particularly within SRE where an atmosphere of trust is created and sensitive topics are discussed. Disclosures of sexual activity at primary school are automatically a child protection issue and CP procedures need to be followed. The school's CP Officers are Mrs Rainford and Mrs Hodgson. Any action that is taken as a result of a disclosure will consider the best interests of the child.

Breaking Confidentiality

Where confidentiality has to be broken because someone may be at risk from harm the child will be told when the information will be passed on, what will be done with the information and who will be given the information. The HT must be informed. Only the CP Officers will deal with breaking confidentiality. Only the CP Officers will give information to parents and carers regarding disclosures, health or well being concerns, behaviour changes and accidents or injuries.

Confidentiality in the Classroom

Expectations make it clear to pupils that personal questions or disclosures are inappropriate in classroom lessons. Pupils should not exert pressure on anyone to answer personal questions, and where sensitive situations and issues are discussed, depersonalisation techniques should be used. Teachers should ensure that children know who they can talk to if they want to discuss any concerns or worries they may have on a 1-1 basis. A 'Helping Hand' may be used in accordance with the school's Behaviour, Rewards and Bullying Prevention Policy.

External Visitors

External agencies will be made aware of the school's Confidentiality Policy and work within its guidelines when delivering any area of the curriculum. Professionals will work within their own codes of conduct and confidentiality when delivering their services.

Passing on information indiscriminately

All staff should be aware not to pass on information about children or their families. All information is stored appropriately, with sensitive information under lock and key. Staff agree to the Safe Working Conditions document which is renewed annually on staff training days in September. Adults working in school sign the 'Adults Working in School Policy.'

Data Protection Statement

All information about individual children is private and only shared with staff who need to know. All social Services, medical and personal information about a child is kept under lock and key (office, library, Acorn Room) and cannot be accessed by anyone other than school staff.
(see also Data Protection Policy and guidance)

Equality Statement

We ensure that there is equality of provision and access for all including close monitoring of cultural, gender and SEN needs.
(see also Single Equality Policy and Behaviour, Rewards and Bullying Prevention Policy with orange and green form reporting)

Dissemination of this policy

- School's website
- School's O drive
- Hard copies in the HT's office
- Induction procedures for new staff

Review date: Annually

Members of staff responsible: J Rainford and J Hodgson