



## CONFIDENTIALITY POLICY

Our confidentiality policy supports this vision for the school:

*Checkendon Primary School is a dynamic Church of England school in which our Anglican Christian values of respect, courage, integrity, compassion and hope are at the heart of everything we do. We give every pupil the opportunity to develop their particular capabilities in our stimulating and caring environment where creative teaching and an inspiring curriculum lead to high-quality learning and outstanding achievement. We work in partnership with parents and the wider community to help every pupil make excellent progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.*

The overall meaning of a confidential relationship is openness and agreement about what will happen to information disclosed between two, or more, people. It may not have to take the form of total secrecy. In practice there are few situations where absolute confidentiality is offered. In most cases only limited confidentiality can be offered. The boundaries of confidentiality should be made clear at the beginning of the conversation.

**Aims:** to ensure that all signatories to this policy, including staff working on the school site, are clear about the levels of confidentiality that they must offer the school community and can expect for themselves.

**Objectives:** for everyone (staff, governors, pupils, visitors and parents) to understand the varying levels of confidentiality they must or must not offer in different circumstances.

### Confidentiality and Pupils

We recognise that there are occasions when pupils are worried about something and feel that they cannot talk about it to their parents/carers. This can result in enormous stress for the individual which impacts on their education and health. Some pupils may feel that they can turn to teachers and other staff members for support and we want to be as helpful as we can whilst recognising that there may be some potential difficulties in being supportive. We will adhere to the following guidelines:

- We will be clear to pupils that we cannot offer unconditional confidentiality when a pupil first begins to talk about something where confidentiality may become an issue.
- Pupils will be warned that if there is a child protection issue where the pupils, or others, are likely to be at risk of significant harm, we are legally required to inform the Head teacher who may have to involve other agencies (please refer to the school's child protection procedures for further advice on this aspect).
- We can only offer confidentiality to pupils on issues that do not involve significant illegal activities. If the conversation begins to move to this kind of issue, the pupil must be warned that confidentiality cannot be guaranteed.

- In all cases where we feel that we have to break confidentiality with the pupil, we will inform the pupil and reassure them that their best interests will be maintained.
- In talking with pupils, we will encourage them to talk to their parents/carers about the issue that may be troubling them and support in doing this will be offered where appropriate.
- If appropriate, pupils will be made aware of the specialist confidential services that may be available in the school community eg school health nurse, doctor.

### **Confidentiality and Staff/Governors**

All staff can expect that their personal situations and health will remain confidential unless it impinges on their terms of contract or endangers pupils or other members of staff.

### **Confidentiality and Families**

We recognise that sometimes there may be family issues which might affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. We will respect the wishes of the family and where it is felt necessary to share the information given to us, this will be discussed with the parent first unless a pupil is considered to be at immediate risk and/or there is an overriding child protection concern.

### **Confidentiality and Visitors**

A **visitor** in this context is any person who works in school either in a paid or a voluntary capacity. In some instances, the visitor may become privy to personal information regarding pupils, parents and staff that is of a confidential nature. There is an agreement between the Governing Body and everyone who works in school to sign a declaration not to use any such information outside the school context and to share relevant information with other agencies in situations of child protection (see appendix A).

### **Lines of Responsibility and Referral**

If a member of the school community receives information where they believe there is a child protection issue, they should refer the case to the head teacher. The person must make it clear to the pupil that he or she will be passing on the information but that the information will remain confidential between them and the head teacher. If confidentiality has to be broken, the child must be informed first.

A teacher does not have a general duty to inform the head teacher of disclosures by a pupil. The decision as to whether to do so must be a matter for the teacher's discretion, having regard for child protection issues, unless the head teacher issues an instruction that he or she should be informed, in which case the teacher must comply. Written personal data information of a personal nature in school is subject to the Data Protection Act.

Reviewed: **May 2017**

Review Date: **May 2018**

Signed: \_\_\_\_\_  
**Headteacher**

Signed: \_\_\_\_\_  
**Chair of Governors**

## APPENDIX A – Confidentiality Agreement

### Safeguarding Statement

The Governing Body of Checkendon C.E. Primary School takes seriously its responsibility under section 11 of the Children Act and duties under *working together* to safeguard and promote the welfare of children; to work together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those children who are suffering harm or are likely to suffer harm.

We recognise that all staff and governors have a full and active part to play in protecting our pupils from harm, and that the child's welfare is our paramount concern.

Our school should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child free from discrimination or bullying where children can learn and develop happily.

*From LADO/Policies/Safeguarding and Child Protection Policy OCC/ OSC (updated August 2015)*

### Confidentiality Agreement and Equality Agreement for Visitors of Checkendon Primary School

I understand that in the course of my work in school, I may be party to personal information regarding pupils, parents and staff that is of a confidential nature. I agree not to use any such information outside the school context. I recognise that I have a full and active part to play in protecting pupils from harm, and that the child's welfare is our paramount concern. In situations of child protection I agree to share relevant information with other agencies.

Name

Date

Signature

### Vision Statement

Checkendon Primary School is a dynamic Church of England school in which our Anglican Christian values of respect, courage, integrity, compassion and hope are at the heart of everything we do. We give every pupil the opportunity to develop their particular capabilities in our stimulating and caring environment where creative teaching and an inspiring curriculum lead to high-quality learning and outstanding achievement. We work in partnership with parents and the wider community to help every pupil make excellent progress, develop a lifelong love of learning and broaden their sense of citizenship, as they grow in mind, body and spirit.

### Our Vision and Aims for Equality and Diversity

At Checkendon C.E. Primary School, we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, faith or religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At Checkendon C.E. Primary School, we believe that diversity is a strength, which should be respected and celebrated by all those who learn, teach and visit here.

I recognise and agree to support the vision and aims set out in our Vision Statement and our aims for equality and diversity.

Signature