



**KIDMORE END**  
**CHURCH OF ENGLAND PRIMARY**

# **Confidentiality Policy**

<b>Agreed by:</b>	<b>Personnel</b>
<b>Head teacher:</b>	<b>Linda Hull</b>
<b>Chair of Governors:</b>	<b>Sarah Rodda</b>
<b>Date agreed:</b>	<b>14/11/2017</b>
<b>Date for review:</b>	<b>13/11/2020</b>

## **Introduction**

This policy should be read in conjunction with guidance from the Oxfordshire Diocesan Schools Trust.

## **Definition**

A successful confidential relationship exists when there 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, but all parties need to agree the boundaries of confidentiality and with whom information should be shared. This agreement should be made clear between the parties at the beginning of private or potentially sensitive meetings or conversations.

## **Aims**

All members of staff working on the school site, as well as governors, parent volunteers and external visitors, should be clear about the levels of confidentiality that they can offer to the school community and expect for themselves.

## **Links**

This confidentiality policy is linked to the school's Equality Plan, Sex and Relationship Education, Safeguarding and Child Protection, and Anti-Bullying Policies, as well as the Staff and Governors Codes of Conduct, and should be read in conjunction with these documents.

## **Guidelines**

### **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. Staff want to be as helpful as possible whilst recognising that there maybe some potential difficulties in becoming the child's confidant. Staff should adhere to the following guidance:

- Staff must be clear to pupils that they cannot offer unconditional confidentiality when a pupil first begins to talk about something where confidentiality may become an issue
- Pupils should be warned that if there is a child protection issue where the pupils, or others, are likely to be at risk of significant harm, adults are legally required to inform the school's designated teacher (in our school the head teacher) who may have to involve other agencies. (Please refer to the school's safeguarding procedures for further advice on this aspect.)
- School staff can only offer confidentiality to pupils on issues that do not involve significant illegal activities e.g. drug trafficking, arson. 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 staff feel that they have to break confidentiality with the pupil, they must inform the pupil and reassure them that their best interests will be maintained
- In talking with pupils, staff need to encourage them to talk to their parents/carers about the issue that may be troubling them and support in doing this should be offered where appropriate
- Pupils should be made aware of the specialist confidential services that maybe available in the school community e.g. school health nurse, doctor

## **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.

## **Visitors to schools and confidentiality**

A 'Visitor' in this context is any person who works in school either in a paid or a voluntary capacity.

- External professionals are bound by their own professional guidelines.
- All staff are aware that confidential matters are not to be discussed in front of parent helpers or other visitors to the school. At Kidmore End CE School, all visitors are welcome in the staffroom at morning break, but at lunchtimes visitors may be asked to leave the staffroom as sometimes children's education, health and welfare are discussed.

## **Lines of Responsibility and Referral**

If a member of the school community receives information where they believe there may be an actual or potential child protection issue, they must immediately refer the case to the designated teacher (at Kidmore End CE School this is the head teacher). The person must make it clear to the pupil that they will be passing on the information but that the information will remain confidential between them and the designated 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 all information disclosed by a pupil. The decision as to whether to do so must be a matter for a teacher's discretion (with the exception of child protection matters), unless the head teacher issues an instruction that they should be informed, in which case the teacher must comply.