

CONFIDENTIALITY POLICY

Aims

- To ensure that the school respects everyone's right to privacy.
- To ensure that everyone in the school works within the guidelines of this policy.
- To ensure that care and due consideration is taken over decisions to break confidentiality.

General Procedures

- Staff should not pass on information about children or their parents/carers indiscriminately.
 - If any request for information is received by any member of staff, the request is always checked for authenticity; for example, if a phone call is received from social care, the school will ask for a number and telephone back. Requests for information from outside agencies are always passed on to the headteacher. Office staff and volunteers are aware that the school office is very public, and care is taken to defer sensitive telephone calls to a different, private extension.
- Information held in school offices is kept confidential.
 - Personnel files and pupil admin files are kept in the school office. These are kept in filing cabinets which are locked when the school admin officer is not present.
 - Special Educational Needs files and other confidential files are kept in locked filing cabinets in offices that are locked out of school hours.
- Staff consider the suitability of the surroundings and the presence of other people when they have conversations with children, parents or carers that may need to be kept confidential.
 - An interview room is available for private conversations.
- Talking about personal situations of staff, pupils and parent is discouraged.
 - Support staff, for example MSAs who may also be parents, are given support to deal with requests for information by members of the community outside school.
 - Indiscriminate talk is discouraged. However, it is recognised that discrete conversations between professionals can sometimes be helpful in leading to a supportive understanding for a particular child and his/her circumstances.
- Any volunteers working in school sign an agreement in which confidentiality is stressed.
 - They will be asked to withdraw from any situation in which they feel that someone's privacy may be compromised.
 - It will be made clear that anything that they see or hear whilst on the school premises must be held as confidential and not passed on to any third parties.

Confidentiality in the Classroom

- When situations and issues are discussed, depersonalisation techniques are used (e.g. collecting group ideas, using case studies) so that issues can be explored without personal information being disclosed.
- Ground rules make it clear to pupils that personal questions or disclosures are inappropriate in classroom lessons.
- Pupils are dissuaded from exerting pressure on anyone to answer personal questions.
- Outside agencies are made aware of the confidentiality policy and work within its limits when delivering any part of the PSHE curriculum.
- Other professionals work within their own codes of confidentiality when they deliver their services to individual children.

When confidentiality must be broken

- Any disclosure by a child or parent that lead staff to believe that a child is at risk will be passed to the school Child Protection Officer and dealt with according to the school Child Protection Policy. Under these circumstances:
 - Children are told *when* the information has been passed on.
 - Children are kept informed about *what* will be done with the information.
 - Children are told *who* the information is given to, to alleviate their fears about everyone knowing.