

Randwick C of E Primary School

Resilience

Passion

Success



'Aim High Like the Skylark'

Confidentiality Policy

January 2020

Our values are embedded within our vision and encompass the values for life we use as a focus for our worships (assemblies) each term. Our three key values, are

Resilience Passion Success

These underpin everything we do.

We are a **happy** school and we want our children to be happy above all else and to leave with a love of life and of others.

We believe in an education which is **challenging** and **exciting**, underpinned by **Christian values**; one which meets the needs of our children and the wider **community** and which is **experiential**.

The strong Christian ethos is a distinctive feature of the school and underlies a curriculum that is rich, exciting and challenges the children to achieve their very best.

We believe in a holistic approach: children learn through **connections** to the **community**, to the natural world, and to our school values.

- We aim to develop a passionate love of learning, an engagement with the inspirational natural **environment** found locally in Randwick, and a sense of **wonder** and **love** for our great outdoors.
- We foster **collaboration** and encourage **reflection** and **questioning**.
- We accommodate and encourage **difference**.

We want our children to leave Randwick ready to **thrive** at secondary school, and ready to embrace everything that life throws at them.

Introduction:

This policy was written in line with DfES Guidance. It reflects the ethos and beliefs held by the school community, therefore a wide range of representatives were actively involved in the compilation of this policy. These include the teaching staff, support staff and governors.

Aim:

To ensure that all staff are aware of the boundaries of their legal and professional roles and responsibilities arising from the issues of confidentiality and to ensure good practice throughout the school, which both pupils and parents understand.

This policy also applies to any **volunteers** who offer help within the school and work specifically with groups and individual children

Rationale:

As a school we aim to establish an environment where the children feel confident and happy to share their feelings and experiences and we make it clear to pupils that they can talk to us in confidence on any matters concerning them. Therefore in their learning and due to their age children may sometimes make personal disclosures. This policy provides guidance on how staff should deal with personal disclosures.

Guidelines:

It is good practice to agree 'Ground Rules' to clarify boundaries before tackling any sensitive or controversial issues. Children must be made aware that it is necessary for the school to act

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upon certain disclosures that they make, for instance in relation to activities that are illegal or harmful to themselves or others. Where there is a 'disclosure', the member of staff should discuss the matter with the head teacher as Designated Safeguarding Lead (DSL), or the Deputy DSL in their absence. The following list of principles, taken from the document entitled 'Passport: a framework for personal and social development' (published by Calouste Gulbenkian Foundation), provides useful guidance relating to the issues of confidentiality.

- Information about pupils should not be passed on indiscriminately. The head teacher needs to be informed in all circumstances.
- Teachers should not offer pupils, or their parents, unconditional confidentiality.
- Information about behaviour likely to cause harm to the pupils or others must be passed on to the appropriate agency.
- Teachers should make it clear to pupils that although most information can be kept confidential, some may need to be passed on in the young persons' best interest. However, the pupil will know when this has to happen, what will be done with the information and who will have access to it.
- In the case of illegal activity, action should be taken in the best interests of the pupil. This does not necessarily mean involving the police. The school's police liaison officer will provide specific guidance.
- If there is any possibility of abuse, (physical, verbal or mental), staff must follow the school's child protection procedures and report to the DSL/DDSL in school.
- Teachers are not obliged to hand on information about pupils to their parents, although where the teacher believes the pupil to be at moral or physical risk, or in breach of the law, they must ensure that the pupil is aware of the risks and encourage them to seek support from their parents.
- Where outside agencies and other provide support for PHSE and other areas of the curriculum, they must be made aware of, and abide by, the policy regarding confidentiality and disclosures. However, they may also have a role in providing advice and support directly to the pupils. The boundary between these two roles must be agreed with the school and the distinction, in terms of the right to confidentiality, be made clear to pupils.
- Pupils who seek help from teachers about their personal health can be referred to and should be informed about sources of confidential help, for example, the school nurse.
- Some adults are bound by their professional codes of confidentiality, for example the school nurse is bound by the medical code of confidentiality in his or her own work with children and young people. However, when working in a classroom situation, they are also bound by relevant school policies. (eg Safer Working Practices Policy)
- In lessons, teachers should establish from the beginning that it is inappropriate to disclose personal information. Ground rules, which ensure pupils agree not to pressure one another to answer questions about their own experience, also apply to staff.

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This policy is monitored by the school & its governing body and will be reviewed as part of this established cycle of school review or following changes to statutory legislation.

Policy Leader: SLT

Dated: September 2016

Approval Date & Signed by Governors:

Policy Reviewed: D Poad (HT) and A Inwood (Gov responsible for SG), Jan 2020

Related Documents for Reference

- Confidentiality
- Safer Working Practices
- Allegations Management
- Physical Intervention
- Behavior and Anti-Bullying
- Child Protection
- Whistleblowing
- Intimate Care
- E-Safety and Acceptable Use
- Child Protection Referrals
- Lone Worker Procedure
- Safety Education