

Confidentiality Policy

Introduction

The Staff and Governors at Stamshaw Infant School are conscious that a clear, explicit and well-publicised confidentiality policy ensures good practice throughout the school which staff (including those from external agencies) parents/carers and pupils can easily understand. The policy should confirm that all members of the school community are clear about the levels of confidentiality that they can offer to other members of the community and expect themselves.

Definition

Confidentiality can be defined as:

When one person receives personal or sensitive information from another and they do not pass this information on to anyone else without the consent of the person they have received it from.

Policy Justification

We recognise at Stamshaw Infant School 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 the school wants to continue to offer a safe and secure environment, whilst following the correct procedures.

Confidentiality may arise as an issue in Stamshaw Infant School if a member of staff receives personal information from a pupil concerning themselves, adults or other young people.

Who this policy applies to

- All teaching and non-teaching members of staff working in the school;
- Governors;
- Visiting staff from external agencies;
- Parents and other volunteers working in school.

The Policy

Pupil Confidentiality

When a pupil makes a disclosure:

- Maintain professional boundaries.
- Deal with the situation sensitively and support the pupil.
- Encourage the pupils to talk to their parents/carers, where it is safe to do so, about the issue that is troubling them and support them in doing this where appropriate.
- Explain to the pupil that unconditional confidentiality cannot be offered every time. There may be need to inform the appropriate people who can help the pupil but only those who need to know in order to help will be told.
- Explain to the pupil that they will be told if there is a break in confidentiality and their best interests will be maintained at all times.
- If there is a child protection/safeguarding issue where the pupil or others are likely to be at risk of significant harm, there is a duty to inform the schools Child Protection/Safeguarding Liaison Officer who may have to involve other agencies.

Staff confidentiality

All staff can normally expect that their personal situations and health will remain confidential unless;

- It impinges on their terms of contract;
- endangers pupils or other members of staff;
- there is a legal obligation to disclose such information;
- it is necessary for legal proceedings;
- despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure.

Staff can also expect:

All personal information to be kept in secure storage;

All minutes of staff meetings, log books and internal messages are available for staff only.

Personal details and issues relating to staff remain confidential to the people directly involved.

Support and Training

Support and Training will be offered to all staff in the school through:

- Staff induction,
- Training offered by Portsmouth City Council Children's services,
- School based INSET sessions,

To all Governors through:

- New Governor Induction Pack,
- Portsmouth City Council Governor Services Training,

To all parents through:

- the School Learning Platform and,
- the Prospectus.

Linked Policies

This policy needs to be read in conjunction with the policies on

- Promoting Positive Behaviour Policy;
- Safeguarding Children Policy;
- PCC Equal Opportunities Policy;
- Equality, Diversity and Community Cohesion Policy
- Health and Safety Policy;
- PCC Racial Awareness Policy;
- Personalisation Policy;

Monitoring and evaluation

- It is the responsibility of the Governing Body to monitor the effectiveness of the Confidentiality Policy. The policy will be monitored and then evaluated and reviewed on 3 yearly basis.

Policy reviewed March 2017
Review Date March 2020

Signed:

Date: