



Confidentiality Policy

This policy was initially implemented in both schools in 2011.

Every student and member of staff has the right to be treated with dignity and respect. The UN Convention on the Rights of the Child states that:

"The wishes of a young person must be taken into account when considering their best interests."

Aims:

When teachers are working with children on personal, social and health education programmes or in the teaching of any sensitive or controversial issue, it is possible that some children will want to discuss information that is of a personal nature, or may sometimes make disclosures about risky or illegal behaviour. This policy aims to set out guidelines for responding to such situations.

Objectives:

- To ensure that staff, parents and pupils understand what will happen if these situations occur.
- To define 'confidentiality'.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Ashleworth C of E and Churcham Primary Schools.
- To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

Guidelines for practice:

This policy is particularly relevant to the teaching of PHSCE, Drug Education and SRE. However it also covers all situations both in and outside the classroom.

- 'Ground Rules' will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):
 - We will respect each other's views
 - We will listen carefully to one another
 - No put-downs!
 - We don't name names or talk about things that are very personal to us. If the teacher thinks that someone has said something that makes them think someone is being hurt in some way or is not safe, they will have to talk to someone else about it. If there are concerns speak to the Headteacher who is the safeguarding lead or the names deputy.

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education we will add another rule that:



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- Whatever we talk about in this lesson will stay between us. No gossiping in the playground!
- Following the guidance in our Safeguarding/Child Protection policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that you will not tell anyone else. Explain that in order to help, you may need to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated in our Child Protection policy.
- In the following circumstances, we will **always** break confidentiality:
 - Threat to the life of or immediate risk to the pupil
 - Prevention of terrorism
 - A third party is at risk of abuse or neglect
 - When you have been subpoenaed to a Court of Law
 - When the student has been sexually, physically or emotionally abused.
 - When the teacher has the express consent of the child.
- Following a disclosure:
 - Agree with the child who you will talk to and what you will say
 - How you will continue to support them through the process
 - The teacher should discuss the matter with the school Child Protection officer before taking it to a third party.

'Confidentiality' also refers to protecting the information we hold about the pupils in this school and their families. All staff will endeavor to maintain confidentiality when appropriate, for example, by considering the conversations they have about pupils and their families, the purpose of these conversations and where these take place. All students and helpers at the school will be made aware of this through our Confidentiality Statement (see below):



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Confidentiality Statement:

Staff talk about their job constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families.

We ask that such conversations are regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, the child and the parents of the child. Any comments made by staff about a child, or an incident at school may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in school and should end there. More serious incidents will be discussed *in confidence* with parents.

We feel sure you will understand the need for such confidentiality on school matters. Anybody working in our school we ask that you respect confidentiality on such matters to avoid misunderstandings and upset.

Thank you for your co-operation!

How we are meeting these objectives:

- All staff working at Ashleworth C of E and Churcham Primary Schools will be made aware of the contents of this policy and the implications of it for their everyday practice.
- Parents will be made aware of this policy and its contents
- External agencies working in school to deliver elements of PSHCE will be made aware of this policy and its contents. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.

References:

"In a nutshell" - a guide to leading personal development and well being in primary schools by Gloucestershire County Council

Writing a confidentiality guidelines from Out of the Bike Shed.

www.gloucestershire.gov.uk



Ashleworth Church of England Primary School

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In all aspects of life at Ashleworth C of E and Churcham Primary Schools, the safeguarding and well-being of our children is paramount. We expect all staff and volunteers to share this commitment.

Originally presented to Governors – September 2011

Reviewed May 2015

Chair of Governors.....

Date.....

Ashleworth Church of England Primary School

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For more information or to arrange a visit to our school please contact:
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