St Mary's Catholic Primary School

Achieving Ambitions

CONFIDENTIALITY POLICY

We guide our pupils on to the path to achieving their ambitions.

On their journey, they **Love** *one another,* **Learn** *to achieve excellence,* **Laugh** *through enriching experiences and* **Live** *life to the full.*

Drafted by	Senior Leadership Team
Approved by Governors	Chair of Governors
Reviewed	Autumn 2022
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1. Introduction

At St Mary's we respect every individual's rights to privacy and everyone working in the school is required to work within the guidelines of this policy.

Confidentiality is an essential part of providing a safe learning and working environment for both adults and children and the breaking of any confidential disclosure will only be done after due consideration and where legal or safety issues pertain.

2. Aims

- For each member of the school community to understand that keeping information disclosed to them by another person demonstrates an important element of respect, enabling all to feel safe and engage fully in school life.
- To teach children about responsibility for ones self and others, and respect for all.
- To provide children and adults with clear guidance on when confidentiality is required and in what circumstances it would be broken.
- To support the wider school community in its responsibilities of confidentiality.

3. Confidentiality in the classroom

- All classes or groups will set ground rules which make it clear to pupils that personal disclosures given within the context of a lesson are not to be repeated in any other context.
- Pupils to be dissuade from exerting pressure on anyone to answer personal questions.
- All pupils have a right to pass or remain silent in any circle time/pastoral care or personal discussion setting.
- When situations are discussed depersonalization techniques are used so that issues can be explored without personal information being disclosed.
- All pupils reminded to limit sharing of personal information to a level where they feel safe.

4. Staff

- All staff are aware that they should not pass on information about children or their parents/carers indiscriminately.
- Staff consider the suitability of the surroundings and presence of other people when having conversations with pupils or parents/carers that may need to be kept confidential.
- Talking about the personal situations of staff, pupils or parents is to be discouraged except where it is necessary to provide appropriate support to children attending the school.
- Staff must feedback to Headteacher, Deputy Headteacher or SENCo if they have

concerns.
- All information held in the school office is confidential and is locked away when the office is not manned.

5. Working with parents

- Parents helping in the school are made aware that any information seen or heard about pupils or other factors relating to school are confidential and not to be repeated or passed on to third parties outside school.
- Personal information disclosed by parents to the Head teacher at any time will remain confidential unless they agree it can be shared with named third parties. Non compliance with this rule would only happen where there was there was a risk to human life or well-being.

6. External visitors

Outside agencies, visitors coming into school are made aware of the confidentiality policy and work within its limits when delivering any part of the curriculum.

7. Situations when confidentiality will not be maintained

Confidentiality has to be broken when someone may be at risk of harm. Such situations include a child giving information to a member of staff, the School Counsellor or another adult who informs school.

The following procedures need to be followed:

- The child will be told that the information has to be passed on.
- Where appropriate the child will be encouraged to give the information themselves.
- Children are told who the information will be given to.
- Children are kept informed about what will be done with the information.

The Head teacher will be informed immediately and together with the Member of staff with responsibility for Child Protection will decide to whom the information should be given. (See Child Protection Policy).

In circumstances of health or behaviour not related to Child Protection the Head teacher will inform parents as soon as possible about the information received.

The Head teacher, or members of the Senior Leadership Team, will liaise with parents and outside support agencies or develop appropriate support.

8. Dissemination of the policy

The Head teacher monitors this policy on a regular basis and reports to governors, when requested, on the effectiveness of the policy.