

Pegswood Primary School



Confidentiality Policy May 2019

Created by: TRC Ltd & S Kennedy

Date: May 2019

Approved by Governors: S. Ladden

Date: 21.5.19

Headteacher: _____

Date: _____

Review Date: May 2022

Confidentiality

We believe this policy relates to the following legislation:

- Children Act 1989
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We believe confidentiality is when someone during a private conversation entrusts another with their secrets and with the confider expecting absolute confidentiality from the confidante.

We feel we can only offer limited and not absolute confidentiality at this school as the safety, well-being and protection of our pupils are the main consideration in all decisions school personnel make.

We stress that school personnel must make it clear when in discussion with pupils or parents/carers that there are limits to confidentiality that can be offered, so that they can make informed decisions about the most appropriate person/s to talk to about the personal matters that have been disclosed.

We believe we have created a safe and supportive school environment which encourages pupils to talk to school personnel in order to share their problems. Trust between pupils and staff is an established part of the school ethos.

We acknowledge that a transparent confidentiality policy will ensure the health, safety and wellbeing of all pupils in this school.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure that all information shared in confidence by pupils will only be used to enhance the safety, well-being and protection of all pupils in our care.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure that all school personnel are aware that they should not promise absolute confidentiality and that the safety, well-being and protection of the pupil is the principal consideration in all decisions school personnel make about confidentiality;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and report to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will communicate this policy to all school personnel, pupils, parents/carers, governors, outside agencies and visitors by:

- organising in-house training for school personnel on Safeguarding and Child Protection;
- including the policy in the staff handbook;

- including the policy in the handbook for school visitors;
- organising governor training sessions;
- listing it on the school's publication scheme (Freedom of Information Act 2000);
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons;
 - speaking with pupils, school personnel, parents and governors.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy by not promising at any time absolute confidentiality when a disclosure has been made to them;
- undertake appropriate training in the techniques to use when dealing with one-to-one disclosures;
- make it clear at the beginning of a conversation that there are limits to confidentiality;
- inform the confider when a confidence has to be broken for the safety and well-being of children;
- pass on confidential information for the safety, well-being and protection of our pupils to the Designated Safeguarding Lead;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will be aware:

- that they can talk about any concerns or worries they have with school personnel;
- of the confidentiality statement and that information will be shared for their own safety and well-being;
- of how to access confidential support such as Childline;
- that they will be encouraged by the school to discuss any matters that they have brought to the attention of the school with their parents/carers;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be aware that the safety, wellbeing and protection of pupils is the paramount consideration in all decisions that school personnel make about confidentiality;
- work in partnership with the school and are kept informed of their child's progress and behaviour;
- be asked to take part periodic surveys conducted by the school;
- have ready access to the files and records of their children.

Role of School Visitors (Outside Agencies, Parent Helpers and Students)

All school visitors must:

- be made aware of the school policy about disclosures and confidentiality;
- report all disclosures to the Headteacher or Designated Safeguarding Lead;
- must report any concerns they have regarding a pupil/s safety, wellbeing and protection.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- meetings with school personnel

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Safeguarding and Child Protection
 - Dealing with Allegations Against School Personnel
 - Sex and Relationships
 - Anti-bullying
 - Confidentiality - Parent Involvement
 - Whistle Blowing
 - Equal opportunities
 - Inclusion

- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

Document Record

Version	Reason for Amendments/Update/Review	Date of Adoption by Pegswood Primary School	Date of next review
1.0	New policy and procedure provided by TRC Ltd	March 2016	March 2019
2.0	Policy updated – Role of Gov taken out as everybody's responsibility	May 2019	May 2022