

Pegswood Primary School



Confidentiality Policy April 2022

Created by: NEU Ltd & S Kennedy

Date: April 2022

Approved by Governors: *R. Allen*

Date: 7/4/2022

Headteacher: *[Signature]*

Date: 7/4/22

Review Date: April 2025

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Confidentiality

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related 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
- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

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.

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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 all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

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 ensure compliance with all relevant legislation connected to this policy.
- To share good practice within the school, with other schools and with the local authority in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed members of the school personnel to be the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead;
- 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;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- 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:

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- organising in-house training for school personnel on Safeguarding and Child Protection;
 - organising governor training sessions;
 - listing it on the school's publication scheme (Freedom of Information Act 2000);
- work closely with the governors;
 - 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;

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;

Role of Pupils

Pupils will be aware:

- that they can talk about any concerns or worries they have with school personnel;
- of how to access confidential support such as Childline and other agencies;
- 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;
- liaise with the school council;
- take part in questionnaires and surveys.

Role of Parents/Carers

Parents/carers will:

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- 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.

Training

We ensure:

- all school personnel:
 - have received the appropriate training on all safeguarding policies and procedures undertaken by a registered training provider;
 - are familiar with the following documentation:
 - Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges
 - Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- the content of all training is correct, delivered well and engages staff as we believe that the more engaging training is, the better the outcomes that we need to measure;
- all school personnel understand and undertake their role in safeguarding and child protection effectively

Safeguarding

We are committed to safeguarding and promoting the welfare of all children as the safety and protection of children is of paramount importance to everyone in this school. We work hard to create a culture of vigilance and at all times we will ensure what is best in the interests of all children.

We believe that all children have the right to be safe in our society. We recognise that we have a duty to ensure arrangements are in place for safeguarding and promoting the welfare of children by creating a positive school atmosphere through our teaching and learning,

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pastoral support and care for both pupils and school personnel, training for school personnel and with working with parents. We teach all our children about safeguarding.

We work hard to ensure that everyone keeps careful watch throughout the school and in everything we do for possible dangers or difficulties. We want all children to feel safe at all times. We want to hear their views of how we can improve all aspects of safeguarding and from the evidence gained we put into place all necessary improvements.