

## Confidentiality Policy

### What is it?

This policy sets out guidance for all staff, volunteers and visitors about pupil information that they can regard as confidential and that which they cannot. Any other person who is teaching or working with groups of pupils must also abide by this policy. It is of particular relevance to staff involved with PSHE, including sex and relationships education and drug education.

### Why is it important?

St John's CE VC Primary School aims to protect the child at all times and to give clear guidance to all staff as to their legal and professional roles. We aim to ensure good practice throughout the school, which is understood by pupils, parents and carers and any other external agencies or visitors who are working with pupils.

### How do we do it?

1. Any information that a pupil discloses to a member of staff will only be passed on to other colleagues who need to know.
2. Parents, carers and children are aware that unconditional confidentiality cannot be guaranteed and that the school has a duty to report child protection issues. In particular with reference to the school's Child Protection Policy.
3. Any information concerning a pupil's behaviour that is likely to cause harm to themselves or to others will be passed on to the headteacher and/or other agencies.
4. Parents, carers and pupils are made aware of the confidentiality policy and it is made clear when and with whom information will be shared. Pupils are informed at an appropriate age, as part of the PHSE programme. Parents have access to the policy at the school office.
5. When embarking on a lesson, or a series of lessons, that may well touch on sensitive or controversial issues, teachers will clarify with pupils the issue of confidentiality. Clear ground rules are set for any class work like circle time that deals with sensitive issues such as sex and relationships and drugs. These rules aim to avoid inappropriate questions and answers, which may lead to personal disclosures. The classroom is a public place and confidentiality cannot be offered.

6. Staff are aware that effective sex and relationship education, which brings an understanding of what is and is not acceptable in a relationship, can lead to a disclosure of a child protection issue.

7. If a child discloses information about physical or sexual abuse, neglect or emotional abuse, the member of staff or visitor will report it to the headteacher, (designated child protection officer) who will follow the [Local Safeguarding Children Board's \(LSCB\)](#) procedures and pass this information on.

8. The school prides itself on good communication with parents and carers and staff are always available to talk about issues that are causing concern. Although [LSCB's guidelines](#) will always be followed in cases concerning child protection, the school seeks, where possible, to discuss any concerns with the family before going on to inform the correct authorities.

9. If information is to be passed on, the pupil will be told of this and be reassured that they will be offered appropriate, ongoing support. However, if this will prejudice the welfare of the child, it will be discussed with the correct authorities.

10. Some external agencies may be working in the school offering specific advice and support to individual pupils. If this is the case, their professional code of confidentiality is always shared with the school. Any deviation from the school's policy is agreed formally with the school and shared with the pupils concerned. Confidentiality is not permitted where there are child protection issues. Parents are informed when these external agencies are providing pupils with an additional service and that they will be bound by their own professional codes of confidentiality.

11. If such a visitor is working with a pupil in school and following a different code of confidentiality, members of staff may not always disclose information when referring that child. This maintains pupil confidentiality.

12. The use of photographs, cameras, videos is outlined in the consent form attached.

13. Information about children is shared with parents, both informally and at parent evenings. This is only about their child. Parents do not have access to other children's books, marks or records of progress. Parents are aware that information about their child will be shared when they change school.

14. Pupils are informed about where they might seek confidential help, e.g. the school nurse, other local support services.

All visitors to the school, including student teachers and supply staff, will be shown a copy of the Code of Conduct, which will be displayed in the staffroom. All visitors will be reminded that any information they see or hear in school is confidential.