



MUNDELLA PRIMARY SCHOOL



Confidentiality policy

Date of issue	Next review	Version	To be read in conjunction with in house documents	Updated information	Signed: Chair of Governors	Signed: Headteacher
Jan 2016	Jan 2018	3	Safeguarding Policy Whistleblowing policy Use of Cameras policy Keeping Children safe in Education 2015 Acceptable use Policy Code of Conduct			



Confidentiality Policy

Rationale and statement on the importance of confidentiality

At Mundella Primary School we believe that:

- The safety, well-being and protection of our pupils are the paramount consideration in all decisions staff at this school make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils well-being and safety.
- It is an essential part of the ethos of our school that trust is established to enable pupils, staff, and parents/carers to seek help both within and outside the school and minimise the number of situations when personal information is shared to ensure pupils and staff are supported and safe. Our vision for all pupils at Mundella Primary School is to 'aspire and achieve'. This can only be successfully implemented when staff, pupils and parents understand that all matters are dealt with sensitivity and confidentiality, accept in the case of safeguarding where further advice may be sought from other agencies.
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues and concerns, including sex and relationships.
- The school's attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the school.
- Issues concerning personal information including sex and relationships and other personal matters can arise at any time.
- Everyone in the school community needs to know that no one can offer absolute confidentiality.
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to about any health, sex and relationship or other personal issue they want to discuss.

Definition of Confidentiality

The dictionary definition of confidential is "something which is spoken or given in confidence; private, entrusted with another's secret affairs"

When speaking confidentially to someone the confider has the belief that the confidant will not discuss the content of the conversation with another. The confider



is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the content of his or her conversation completely secret and discuss it with no one.

In practice there are few situations where absolute confidentiality is offered in Mundella Primary School. We have tried to strike a balance between ensuring the safety, well-being and protection of our pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information child protection issues and good practice is followed.

This means that in most cases what is on offer is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues but the confider would not be identified except in certain circumstances.

The general rule is that staff should make clear that there are limits to confidentiality, at the beginning of the conversation. These limits relate to ensuring children's safety and well-being. The child will be informed when a confidence has to be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

Different levels of confidentiality are appropriate for different circumstances.

1. In the classroom in the course of a lesson given by a member of teaching staff or an outside visitor, including health professionals.

Careful thought needs to be given to the content of the lesson, setting the climate and establishing ground rules to ensure confidential disclosures are not made. It should be made clear to children that this is not the time or place to disclose confidential, personal information. (See setting ground rules and working agreements).

When a health professional is contributing to a school health education programme in a classroom setting, s/he is working with the same boundaries of confidentiality as a teacher.

2. One to one disclosures to members of school staff (including voluntary staff).

It is essential all members of staff know the limits of the confidentiality they can offer to both pupils and parents/carers (see note below) and any required actions and sources of further support or help available both for the pupil or parent/carer and for the staff member within the school and from other agencies, where appropriate. All staff at this school encourage pupils to discuss difficult issues with their parents or carers, and vice versa. However, the needs of the pupil are paramount and school staff will not automatically share information about the pupil with his/her parents/carers unless it is considered to be in the child's best interests.

(Note: That is, that when concerns for a child or young person come to the attention of staff, for example through observation of behaviour or injuries or disclosure, however insignificant this might appear to be, the member of staff should discuss this with the



Designated Safeguarding Leader (HEADTEACHER or DEPUTY HEADTEACHER) as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible. Please see the school's safeguarding policy.)

3. Visitors, volunteers and non-teaching staff at Mundella Primary School

We expect all non-teaching staff to report any disclosures by pupils or parents/carers of a concerning nature to the designated safeguarding leader as soon as possible by completing a green form and/or body map that can be found either in the staff room or the main office.

Where there are areas of doubt about the sharing of information, we will consult with the local area Safeguarding Board and we shall follow their advice.

Support for Staff

Staff may have support needs themselves in dealing with some of the personal issues of our pupils. We prefer staff to ask for help rather than possibly making a poor decision because they don't have all the facts or the necessary training, or, taking worries about pupil's home with them. Staff should discuss their concerns with a designated safeguarding leader.

***Note:** It is the view of Kent Police that they should be informed of cases where a person under the age of 16 discloses sexual activity, which includes sexual intercourse. This is not for the purpose of prosecution, unless that course of action was appropriate, but to enable the Police to share information concerning the parties concerned. The Police are of the view that this information sharing would enable a better assessment as to whether a child was being abused or exploited.*

The legal position for school staff:

School staff (including non-teaching and voluntary staff) should not promise confidentiality. Children do not have the right to expect that incidents will not be reported to his/her parents/carers and may not, in the absence of an explicit promise, assume that information conveyed outside that context is private. No member of this school's staff can or should give such a promise.

The safety, well-being and protection of the child is the paramount consideration in all decisions staff at this school make about confidentiality.

School staff are NOT obliged to break confidentiality except where child protection is or may be an issue, however, at Mundella Primary school we believe it is important staff are able to share their concerns about children with colleagues in a professional and supportive way, on a need to know basis, to ensure staff receive the guidance and support they need and the child's safety and well-being is maintained. School staff should discuss such concerns with their line manager or the DSL.

Teachers:

Professional judgement is required by a teacher in considering whether he or she should indicate to a child that the child could make a disclosure in confidence and



whether such a confidence could then be maintained having heard the information. In exercising their professional judgement the teacher must consider the best interests of the child including the need to both ensure trust to provide safeguards for our children and possible child protection issues.

All teachers at this school receive basic training in child protection as part of their induction to this school and are expected to follow the schools' safeguarding policy and procedures.

Visitors and non-teaching staff:

At Mundella Primary School, we expect all non- teaching staff, including voluntary staff, except those identified in the paragraph above, to report any disclosures by children or parents/carers, of a concerning personal nature to the designated safeguarding leader as soon as possible after the disclosure and in an appropriate setting, so others cannot overhear. This is to ensure the safety, protection and well-being of all our children and staff. The DSL will decide what, if any, further action needs to be taken, both to ensure the child gets the help and support they need and that the member of staff also gets the support and supervision they need.

Parents/carers:

Mundella Primary School believes that it is essential to work in partnership with parents and carers and we endeavour to keep parents/carers abreast of their child's progress at school, including any concerns about their progress or behaviour. However, we also need to maintain a balance so that our children can share any concerns and ask for help when they need it. Where a child does discuss a difficult personal matter staff at Mundella Primary School, they will be encouraged to also discuss the matter with their parent or carer themselves.

The safety, well- being and protection of our children is the paramount consideration in all decisions staff at this school make about confidentiality.

Complex cases:

Where there are areas of doubt about the sharing of information, seek a consultation with your local KCC Children's Safeguards Service Child Protection Co-ordinator.

Links to other school policies and procedures:

This policy is intended to be used in conjunction with the following school policies:

- PSHE
- Drugs
- Sex and Relationship
- Child Protection
- Bullying
- Behaviour Management
- Whistle-Blowing
- Looked After Children policies



Statement of ground rules to be used in lessons

(This should also be contained in any policies relating to the teaching of PSHE, including sex and relationship education and drug education)

We adopt ground rules to ensure a safe environment for teaching in particular in PSHE and Circle time. This reduces anxiety to children and staff and minimises unconsidered, unintended personal disclosures.

At the beginning of each PSHE lesson and Circle time, pupils are reminded of the ground rules by the teacher or outside visitor. The teacher establishes the ground rules together with the children at the beginning of each term of teaching PSHE and Circle time.

This is an example of the ground rules

- We won't ask each other or the teacher any personal questions
- We will respect each other and not laugh, tease or hurt others
- We won't say things we want to keep confidential
- We can pass or opt out of something if it makes us feel uncomfortable
- If we do find out things about other children, which are personal and private, we won't talk about it outside the lesson
- If we do find out things about other children, which are personal and private, we won't talk about it outside the lesson, but
- If we are worried about someone else's safety we tell a teacher

When confidentiality should be broken and procedures for doing this:

See the Safeguarding Policy

Where this does not apply and you are still concerned and unsure of whether the information should be passed on or other action taken you should speak to the Headteacher.

If the Headteacher issues instructions that he should be kept informed, all staff must comply. There is always a good reason for this, which you may not know about.

The principles we follow at Mundella Primary School are that in all cases we:

- Ensure the time and place are appropriate, when they are not we reassure the child that we understand they need to discuss something very important and that it warrants time, space and privacy.
See the child normally (and always in cases of neglect, or abuse) before the end of the school day. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.
- Tell the child we cannot guarantee confidentiality if we think they will:
 - hurt themselves
 - hurt someone else
 - or they tell us that someone is hurting them or others
- Not interrogate the child or ask leading questions



- We won't put children in the position of having to repeat distressing matters to several people
- Inform the child first before any confidential information is shared, with the reasons for this
- Encourage the child, whenever possible to confide in his/her own parents/carers

Onward referral:

The Headteacher, (and Deputy Headteacher as Deputy DSL), are responsible for referring children to outside agencies from the school. Please do not make referrals yourself unless you believe a child protection referral to the police or SSD is necessary and the designated person does not agree. ('What to do if you're worried a child is being abused', DCSF HO, etc., 2003). The contact details of which are on the safeguarding board in the staffroom.

Dissemination and implementation:

This policy has been distributed to all teaching and non-teaching staff, including volunteers following child protection training.

All new staff, including volunteers, receive a copy of the policy, together with basic training on the school's safeguarding policy and procedures from the DSL.

Review:

This policy is reviewed every 2 years or whenever deemed necessary by the Headteacher and Governors in the light of events and changes in the law.

Human Rights Act 1998: Gives everyone the right to "respect for his private and family life, his home and his correspondence", unless this is overridden by the 'public interest', e.g. for reasons of Child Protection, for the protection of public safety, public order, health or morals or for the rights and freedoms of others.

Data Protection Act 1998: Applies to personal data of living, identifiable individuals, not anonymised data; manual and electronic records. Schools need to be clear, when collecting personal data, what purposes it will be used for and schools should have policies to clarify this to staff, pupils and parents.

Freedom of Information Act 2000: Amends the Data Protection Act. Gives everyone the right to request any records a public body, including schools, holds about them. A school may withhold information it has if it is considered the information may damage the recipient, if disclosed. Schools data or record keeping policy should also cover the requirements of this Act.