



Confidentiality Policy

This policy applies to all staff at John E. Batty Primary School.

Statement of Intent

It is our intention to respect the privacy of children, their families and staff, while ensuring that they are provided with a high standard of education and a safe and secure environment in which to grow and learn.

Aim

To have a comprehensive confidentiality policy which gives clarity to parents/cares, pupils and staff about levels of confidentiality that can be offered by the school in different circumstances.

Staff support and training

Information regarding the confidentiality policy will form part of all new staffs' induction training.

CONFIDENTIALITY POLICY

All school staff members: Confidentiality of Information and Data held in school

As members of the workforce at John E. Batty, staff may be provided with access to personal, proprietary, and/or otherwise confidential data. This can include information about pupils, staff, school organisation, pupils' parents/carers (or wider families), governors, donors or members of outside agencies.

Staff at all times must maintain in strictest confidence the data and information to which they have access. They must not share confidential information with any individual who is not authorised to view such data. Staff will use their access to confidential data for the sole purpose of conducting legitimate business of the School. The use of confidential data or information for personal purposes is prohibited.



Staff must use reasonable efforts to safeguard confidential school data from unauthorised access. When staff are granted access to confidential information electronically, they must protect relevant passwords and not share them or make them available to anyone else.

All school staff members: Confidentiality and pupils

- We recognise that there are occasions when pupils are worried about something and feel that they cannot talk about it to their parents/carers. This can result in enormous stress for the individual which impacts on their education and health. Some pupils may feel that they can turn to teachers and other staff members for support and we want to be as helpful as we can whilst recognising that there may be some potential difficulties in being supportive. *You should adhere to the following policy:*
 - When talking with pupils, it is important for you to be aware of maintaining your professional boundaries.
 - You must be clear to pupils that you cannot offer unconditional confidentiality when a pupil first begins to talk about something where confidentiality may become an issue.
 - Pupils should be warned that if there is a child protection issue where the pupil, or others, is likely to be at risk of significant harm, you are under a duty to inform the school's Head Teacher/Designated Safeguarding Lead who may have to involve other agencies. It is important that each member of staff deals with this sensitively and explains to the pupil that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to help.
 - In all cases where you feel that you have to break confidentiality with the pupil, you must inform the pupil, (unless there is a good reason not to inform them e.g. risk of harm) and reassure them that their best interests will be maintained.
 - In talking with pupils, you need to encourage them to talk to their parents/carers about the issue that may be troubling them and support in doing this should be offered where appropriate.



Pupil mentoring programme involving adult mentors

Mentors are not allowed to promise to keep secrets but all conversations between the mentor and mentee will be kept confidential except in the following circumstances:

- If a pupil discloses either any form of abuse or anything else that would make them worry about their safety.
- If the mentee is about to disclose this sort of information, the mentor must tell them that they will need to take it to the Head Teacher/ Designated Safeguarding Lead
- If the mentor has a concern about the content of a mentoring meeting, they are encouraged to discuss it with the Head Teacher/ Designated Safeguarding Lead

Parents/Carers and Families

We recognise that sometimes there may be family issues which may affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. We will respect the wishes of the family and where it is felt necessary to share the information given to us, this will be discussed with the parents/carers first unless a pupil is considered to be at immediate risk and /or there is an overriding child protection concern.

Staff and Governors

All staff can normally expect that their personal situations and health will remain confidential unless:

- It impinges on their terms of contract or
- Endangers pupils or other members of staff or
- There is a legal obligation to disclose such information or
- It is necessary for legal proceedings or
- Despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure.



Linked policies

The following policies are linked and supported by the confidentiality policy:

- Behaviour / anti-bullying policy
- Child Protection and Safe Recruitment Policies
- Health and Safety policy
- PSCE policy (Personal, Social, Citizenship, Health Education policy)
- Drug Education Policy
- Sex and Relationships Education Policy
- Whistle Blowing Policy

Dissemination

This policy is publicised to all in the school community:

- On the school website in the Safeguarding Section.
- on request by contacting the school office (Hard Copy – Charge may be made for copying);
- through staff training and induction;
- through occasional assemblies/ circle time discussions as appropriate – by emphasising links to the school's anti-bullying policy and child protection policy and procedures.



APPENDIX 1: Statement for parents and carers concerning confidentiality and pupils.

There is increasing national concern for the emotional health and well-being of young people growing up in today's society. We recognise that parents and carers want to do all they can to support their child but even in the most supportive of relationships where there is excellent communication between parent/carer and child, there can be occasions when they are worried about something and feel that they cannot talk about it with you. This may result in enormous stress for the pupil which can impact on their education, health and behaviour, unfortunately self-harm and even suicide in the most extreme cases. Whilst we recognise that parents and carers will naturally be disappointed if their child does not choose to talk with you about what is troubling them, we feel there could be even more distress if the pupil is unable to cope with the issue themselves. On this basis we have agreed the following:

School staff

Our staff will be supportive to pupils who approach them with concerns but will make it clear that they cannot offer confidentiality to the pupil on anything that involves an illegal activity or anything that is a potential child protection issue where the pupil or others are likely to be at risk of significant harm.

Senior staff in the school will liaise with parents/carers as appropriate in case where a staff member has reported an issue over which they cannot offer confidentiality.

Staff will support pupils to inform their parents/carers about issues that are troubling them as appropriate.



APPENDIX 2: Statement for pupils concerning confidentiality

We understand that there may be times when there are things which may be worrying you but you can't talk about them with your family. Teachers and other members of school staff will do all we can to help you but need to know the following:

- If you really want to talk to someone confidentially, (without anyone else knowing what you have said you can speak to any adult that you trust and know. This will most likely be your class teacher or your teaching assistant. The Head Teacher and Deputy Head Teacher are always happy to listen to you and hear your worries.
- The teachers and other members of staff in the school will often be able to help you with many of the things that may be worrying you but they cannot promise to keep everything to themselves. For example if you tell them about some things like stealing, they will have to speak to the Head Teacher or Deputy Head Teacher who might then have to speak to your parents.
- If the staff member feels that they have to tell someone else what you have talked about, they will normally tell you first and help you sort it out, perhaps helping you to speak to your parents/carers if you want this.
- Very rarely there are things which you talk about that can be very dangerous for you or for other young people e.g. someone trying to harm you. The Staff member may have to tell someone else about what you have said, but they will normally tell you first and always help you to sort things out.

Policy agreed by the governing body on: 6th May 2020

Signed:



John E. Batty Primary School Equality Impact Assessment

<i>Name of policy or project being assessed?</i>	<i>Date</i>
Confidentiality Policy	6 th May 2020

Lead Officer: Mr Martin Kitchen
Members of the assessment team: Full Local Governing Committee
Others involved in the assessment: Senior Team
What are the aims of the policy or project? To agree the procedures and protocols for maintaining appropriate confidentiality for all stakeholders.
Who are the beneficiaries of this policy or project? All children in school and other stakeholders.
What are the desirable outcomes from this policy or project? All stakeholders to be clear about how confidential information will be managed in school.
List any other key policies, procedures, projects or strategies that this policy or project has implications on: SEND Policy, Behaviour Policy, Child Protection Policy, Safe Recruitment Policy, Health and safety Policy, Whistle Blowing Policy. Sex and Relationship Policy, Drugs Education, PSHCE Policy, Single Equality Policy
What are the racial, disability and gender equality implications of the policy or project? None Identified



JOHN EMMERSON BATTY PRIMARY SCHOOL



<p>Does the policy or project have any significant positive impact for:</p> <p>Different racial groups Disabled persons Men and women Boys and girls</p>	<p>Outlines the expected provision for dealing with confidential matters for all stakeholders.</p>
<p>Does the policy or project have any significant adverse impact for:</p> <p>Different racial groups Disabled persons Men and women Boys and girls</p>	<p>None identified</p>
<p>Do you have any evidence?</p>	<p>Annual Survey to Parents regarding equality issues.</p>
<p>Is there any way that you could reduce or eliminate the adverse impact or increase positive impact?</p>	<p>None identified.</p>
<p>Action to take: Assess policy impact at next review.</p>	
<p>If you have indicated there is a negative impact, can it be justified?</p> <p>Yes / No (Not applicable)</p>	
<p>If you have indicated there is a negative impact and it cannot be justified, is it discrimination?</p> <p>Yes/No (Not applicable)</p>	
<p>If you have answered YES, please list all the changes that you have made to eliminate this discrimination:</p> <p>(Not applicable)</p>	
<p>How will the policy or project be monitored?</p> <p>As per policy review timetable.</p>	
<p>Signed :  (On behalf of the full governing body)</p>	<p>Date: 6th May 2020</p>