



CONFIDENTIALITY POLICY

RATIONALE AND STATEMENT ON THE IMPORTANCE OF CONFIDENTIALITY

At Market Weighton Infant 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.
- 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.
- Issues concerning personal information including 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, 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 at Market Weighton Infant 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 pupil 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 pupils that this is not the time or place to disclose confidential, personal information.

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** disclosure 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.

3. **Disclosures to a counsellor, school nurse or health professional operating a confidential service in the school.**

Health professionals such as school nurses can give confidential medical advice to pupils provided they are competent to do so and follow the Fraser Guidelines (guidelines for doctors and other health professionals on giving medical advice to under 16s). School nurses are skilled in discussing issues and possible actions with young people and always have in mind the need to encourage pupils to discuss issues with their parents or carers. However, the needs of the pupil are paramount and the school nurse will not insist that a pupil's parents or carers are informed about any advice or treatment they give.

THE LEGAL POSITION FOR SCHOOL STAFF

School staff (including non-teaching and voluntary staff) should not promise confidentiality. Pupils 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 are 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 Market Weighton Infant School we believe it is important staff are able to share their concerns about pupils 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 pupils' safety and well being is maintained. School staff should discuss such concerns with the Head or the Child Protection Co-ordinator.

TEACHERS, COUNSELLOR AND HEALTH PROFESSIONALS

Professional judgement is required by a teacher, counsellor or health professional 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, counsellor or health professional 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 and are expected to follow the schools' child protection policy and procedures.

GOVERNORS

Whilst the majority of Governor meetings are not deemed confidential and minutes are published and can be requested by the public, Governors should be discreet and professional at all times regarding discussing any information from the content of meetings with people outside the Governing Body.

All sections categorised on the agenda and minuted as part B confidential should **never** be discussed outside the Governing Body or where matters concern specific members of staff or pupils both inside or outside the school.

No references to individuals whether teachers, staff or pupils of a confidential nature should be made outside the Governing Body.

Governors should not reveal the details of any Governing Body vote. These votes would be recorded as majority or unanimously approved or disapproved.

Governors on specific panels should treat all information as confidential including discussions with other Governors. These decisions/outcomes may be referred to additional/appeal panels where there may be a conflict of interest or they may apply undue bias to future outcomes.

Governors should never contact the press directly or answer questions posed to them by the press. All comments should be made via the East Riding of Yorkshire Council press office should there be an incident and the press should be directed to them.

VISITORS AND NON-TEACHING STAFF

At Market Weighton Infant School, we expect all non teaching staff, including voluntary staff, to report any disclosures by pupils or parents/carers, of a concerning personal nature to the Child Protection Co-ordinator 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 pupils and staff. The Child Protection Co-ordinator will decide what, if any, further action needs to be taken, both to ensure the pupil gets the help and support they need and that the member of staff also gets the support and supervision they need.

PARENTS/CARERS

At Market Weighton Infant School we believe 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 pupils can share any concerns and ask for help when they need it. Where a pupil does discuss a difficult personal matter staff will encourage them to also discuss the matter with their parent or carer themselves.

The safety, well being and protection of pupils are the paramount consideration in all decisions staff make about confidentiality.

COMPLEX CASES

Where there are areas of doubt about the sharing of information, we will seek advice from the Local Authorities Children's Safeguards Service Child Protection Co-ordinator at County Hall.

LINKS TO OTHER SCHOOL POLICIES AND PROCEDURES

This policy is intended to be used in conjunction with the school's other policies which include:

PSHCE	Child Protection
Drugs	Bullying
Data Protection	Behaviour
Freedom of Information	Whistle-Blowing
Sex and Relationship	Looked After Children policies

STATEMENT OF GROUND RULES TO BE USED IN LESSON

To ensure a safe environment for teaching in particular in PSHCE and Circle time we need to adopt some ground rules. This reduces anxiety to pupils and staff and minimises unconsidered, unintended personal disclosures.

This is an example of the ground rules teachers may use:

- 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 pupils, which are personal and private, we won't talk about it outside the lesson.
- If we do find out things about other pupils, 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 Child Protection 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 Head or the Child Protection Coordinator.

If the Head Teacher issues instructions that she 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 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) as soon as possible. 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 pupil first before any confidential information is shared, with the reasons for this.
- Encourage the pupil, whenever possible to confide in his/her own parents/carers.

SUPPORT FOR STAFF

Staff may have support needs themselves in dealing with some of the personal issues of our pupils. At Market Weighton Infant School 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 take worries about pupils' home with them. There are many agencies we can refer pupils to who need additional support and we have procedures to ensure this happens. We all work together as part of a team to support our pupils and asking for help is a way we ensure that Market Weighton Infant School is a happy and safe learning environment.

ONWARD REFERRAL

Mrs Kay-Wood & Mrs Colvill, the Child Protection Co-ordinators, are responsible for referring pupils 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', DfES, HO, etc., 2003).

DISSEMINATION AND IMPLEMENTATION

This policy will be distributed to all teaching and non-teaching staff.

ALL STAKEHOLDERS

All school stakeholders are expected to follow the confidentiality policy, and are informed about confidentiality via the induction procedures.

Equality Analysis Impact

Title of Policy: Confidentiality Policy
Considered at Committee meeting: PW & C
Review: Spring 2019

Date: Spring 2016

Is there relevance to equality?

1. Does the policy have an adverse effect on employees, pupils or the wider community and therefore have a significant effect in terms of equality? If yes, then please answer questions 2 and 3.	Yes	No
2. Does the policy have an adverse effect upon a group with protected characteristics? (sex, race, religion or belief, disability, sexual orientation, gender reassignment, pregnancy or maternity, age)	Yes	No
3. Does the policy affect one or more of the equality objectives set by the school? (Refer to the Equal Opportunities Policy below) 2 Aims and objectives 2.1 At Market Weighton Infant School we do not discriminate against anyone, be they staff or pupil or parent, on the grounds of ethnicity, religion, attainment, age, disability, gender or background. 2.2 We promote the principle of fairness and justice for all through the education that we provide in our school. 2.3 We seek to ensure that all pupils have equal access to the full range of educational opportunities provided by the school. 2.4 We constantly strive to remove any forms of indirect discrimination that may form barriers to learning for some groups. 2.5 We ensure that all recruitment, employment, promotion and training systems are fair to all, and provide opportunities for everyone. 2.6 We challenge personal prejudice and stereotypical views whenever they occur. 2.7 We value each pupil's worth, we celebrate the individuality and cultural diversity of the community centred on our school, and we show respect for all minority groups. 2.8 We are aware that prejudice and stereotyping are caused by poor self-image and by ignorance. Through positive educational experiences, and support for each individual's legitimate point of view, we aim to promote positive social attitudes, and respect for all.	Yes	No

If the answer to question 2 or 3 is yes, a full equality analysis will need to be completed by the SLT Lead before the next committee meeting. Please detail the objective and explain the relevance of the policy to the objective and protected characteristics below.