

# Castle Hill Primary School Confidentiality Policy



Reviewed on: September 2020

Next Review date: September 2021

Reviewed by: Headteacher

Review frequency: Annually

As a committed member of UNICEF and a follower of the conventions in everything we do, we are a rights respecting school.

This Policy should be read alongside the School's Policies on Safeguarding, SRE, Drugs, PSHE and Citizenship and Behaviour and Discipline. These are available from the school office or on the school website.

# 1. Introduction

## 1.1

When teachers are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue, it is possible that some children will want to discuss information that is of a personal nature, or they may sometimes make disclosures about risky or illegal behaviour. This policy aims to set out guidelines for responding to such situations.

# 2. Aims and objectives

## 2.1

The aims and objectives of this policy are:

- To ensure that staff, parents and pupils understand what will happen if these situations occur.
- To define 'confidentiality'.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Castle Hill School.
- To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

# 3. Guidelines for Practice

## 3.1

This policy is particularly relevant to the teaching of PSHE and C, Drug Education and RSE. However, it also covers all situations both inside and outside the classroom.

## 3.2

Ground Rules

'Ground Rules' will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):

- We will respect each other's view
- We will listen carefully to one another
- No put-downs
- We don't name names or talk about things that are very personal to us.
- If the teacher thinks that a child has said something that makes her/him think they are being hurt in some way or are not safe, the teacher will have to talk to someone else about it.

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, another rule will be added:

- Whatever is spoken about during the lesson will stay between the pupils involved. The issues will not be discussed in the playground.

### 3.3

#### Child Protection

Following the guidance in Castle Hill Primary School's Child Protection Policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that a member of staff will not tell anyone else. Staff must explain that in order to help, they may need to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, staff must seek further advice as indicated in Castle Hill Primary School's Child Protection Policy.

### 3.4

#### Breaking Confidentiality

In the following circumstances members of staff will always break confidentiality:

- Threat to the life of, or immediate risk to, the pupil
- Prevention of terrorism
- A third party being at risk of abuse or neglect
- When the school has been subpoenaed to a Court of Law

Following a disclosure the member of staff will:

Agree with, or inform, the child with regard to who will be spoken to and what will be said.

Devise a programme of continued provision of support for the child for as long after the disclosure as is needed.

## **4. Statement of Confidentiality**

### 4.1

'Confidentiality' also refers to protecting the information we hold about the pupils in this school and their families. All staff will endeavour to maintain confidentiality when appropriate, for example by considering the conversations they have about pupils and their families, the purpose of these conversations and where these take place. All students and helpers at the school will be made aware of this through Castle Hill Primary School's Confidentiality Statement (see below).

### 4.2

#### Confidentiality Statement

Teachers talk about their job constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families.

We ask that such conversations are regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, the child and the parents of the child. Any comments made by students about a child or an incident at school may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in the school and should end there. More serious incidents will be discussed in confidence, with parents.

We feel sure you will understand the need for such confidentiality on school matters. As a student/helper in the school we ask that you respect confidentiality on such matters to avoid misunderstandings and upset.

Thank you for your cooperation.

## **5. The role of staff and other adults**

### 5.1

All staff working at Castle Hill Primary School will be made aware of the contents of this policy and the implications of it for their everyday practice.

### 5.2

All parents will be made aware of this policy and its contents.

### 5.3

All external agencies working in school to deliver elements of PSHCE will be made aware of this policy and its contents. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.