

Grange Primary School

Confidentiality Policy

Rationale:

To ensure that all members of the school community understand their respective roles in relation to confidentiality.

Confidentiality and Pupils:

The school will ensure that pupils:

- Know that staff cannot offer them unconditional confidentiality.
- Are reassured that their best interests will be maintained.
- Know that if confidentiality has to be broken, they will be informed first and then supported as appropriate.
- Are encouraged to talk to their parents/carers and are provided with support to do so.
- Are informed of alternative sources of confidential help, for example, the school nurse, counsellor, GP or local young person's advice centre.

Confidentiality and Parents:

The school will ensure that parents/carers:

- Understand the school's policy in relation to confidentiality.
- Understand that the school cannot offer unconditional confidentiality to pupils.
- There are agreed boundaries made by the school for dealing with sensitive issues.
- There are agreed procedures for recording and reporting disclosures and the nature of access to this information

Confidentiality and the Headteacher and Governors:

Headteachers and governors will monitor:

- Disclosures to the school within the agreed boundaries of the school.
- Consistency in implementation of the policy, ensuring that boundaries are not being overstepped and that new staff receive information about this policy in their induction.

Confidentiality and Specialist Agency Involvement:

The school will ensure that outside agencies working in the school are aware of this policy as well as the safeguarding policy before they work in school.

Boundaries:

The following has been agreed by all staff:

- If there is any possibility of abuse, the school's child protection procedures will be followed.
- If a pupil discloses information at an inappropriate time or place, the teacher should talk again individually to the pupil before the end of the school day.
- If the teacher is unclear about the seriousness of a disclosure, it is important to try to clarify the issue with the Headteacher (the named person with responsibility for safeguarding), without giving the name of the pupil, before sharing all the information.

Agreed by the Pupil and Standards Committee on the 16th November 2015
Due to be reviewed in November 2018