



# CONFIDENTIALITY POLICY

## ABSTRACT

Outlines how the school protects the confidentiality of sensitive information.

APPROVED	Chair / Headteacher
POLICY DATE	Autumn 2021
REVIEW	September 2022

## **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.

