



Milecastle Primary School

Confidentiality Policy



MILECASTLE PRIMARY SCHOOL

CONFIDENTIALITY POLICY

This policy was developed in consultation with staff, governors, pupils and parents.

Other relevant policies: Child Protection

Safeguarding

Whistleblowing

Drug Education

Sex and Relationship

PSHE and Citizenship

RATIONALE

At Milecastle, the whole school community strives to develop and maintain a health promoting environment within which adults and children feel happy, safe and secure. Relationships with parents and the community are strong. However, when staff, parents and visitors are working with children in school there needs to be clear advice and guidance on pupil confidentiality. This will ensure that sensitive information or disclosure is handled appropriately.

AIMS

- To provide a clear and consistent message for pupils, staff, parents and visitors about confidentiality in school.
- To provide guidance about who needs to know what in particular instances.
- To establish with pupils, parents and staff ground rules that respect and protect all parties involved.
- To ensure that visitors and outside agencies are aware of and follow the school policy on confidentiality and disclosure.

GUIDELINES

- Sensitive information about pupils and their families should not be passed on indiscriminately. Care should be taken that information is not passed on inadvertently, particularly if visitors are in the staffroom. The headteacher/designated person responsible for child protection must be informed of any sensitive information gained by staff or disclosures made to them.

- Pupils or parents should not be offered unconditional confidentiality. Information about behaviour likely to cause harm to pupils or others must be passed to the appropriate agency. Pupils will be informed if information is passed to outside agencies.
- Teachers are not obliged to pass on information about pupils to their parents/carers. However, where a teacher believes the pupil to be at risk, or in breach of the law, they must ensure that the pupil is aware of the risks and encourage them to seek support from their parents or other professionals.
- In the case of illegal activity linked to substances, action should be taken in the best interests of the pupil. The LA's Handling Incidents of Drug Misuse Policy gives clear guidance on this matter.
- Some school visitors are bound by their own professional codes of confidentiality (e.g. school nurses). However, outside agencies, parent helpers, students and others providing support in school will be expected to follow guidelines on confidentiality.
- Staff, parents and pupils should be aware that it is inappropriate to disclose certain personal information or make public disclosures. At the same time it is important to provide appropriate support in a suitable setting for any pupil, parent or staff member who may be troubled by an issue.

CONCLUSION

If clear advice and guidance on pupil confidentiality is understood and followed by all involved in our school community, all members will be confident that the best interests of pupils are being met.

Governor signature: _____