



**Guidance On Confidentiality, Whistle Blowing And Code Of Conduct**

It is the policy of the school that every individual is entitled to privacy and that confidentiality is maintained as far as possible. Within school, children tend to find adults approachable, trustworthy and caring. It is for this reason we have to be aware of the implications this has for people involved in school life. Clearly everyone within school is entitled to privacy but there are certain situations in which we may need to breach the rules of confidentiality in order to protect a child. It is for this reason that children will be taught what confidentiality means through assemblies, circle time and in PSHE lessons.

All adults in school will be made aware of the Safeguarding Policy and what their responsibility is in relation to this policy and that the needs of the child must come first. Their first responsibility must be to make the Designated Person aware of their concerns, to take a non-judgmental approach and try not to solve the problems themselves. It will be up to the Designated Person to decide upon the actions to take, who needs to know and what – sometimes it is important that the whole school is made aware of issues, but also to be aware that the information should go no further.

**Inside/Outside confidentiality**

There are various roles within school ranging from teaching staff and governors to casual visitors helping out in a classroom. All of these adults will be made aware of the guidelines relating to the right to privacy for all adults and children involved in the school. It is important that any matters discussed in school are not discussed outside (face to face or via social networking media) and teachers will take responsibility for informing visitors to their classroom about this.

As part of our social networking / e-safety policy, mobile phones are only to be used in the staff room and should not be taken into teaching areas. Phones should be left in the staff room / with the school office please.

No staff member / visitor should access social networking sites within school and should ensure that any websites that are accessed as part of their role are appropriate to be viewed by 4-11 year olds.

Any concerns regarding inappropriate material being viewed by any member of the school community should be shared with the headteacher.

**Whistle Blowing**

Any concerns regarding the practice or conduct of a staff member should be shared, confidentially, with the Headteacher. Any concerns regarding the practice or conduct of the Headteacher should be shared with the Chair of Governors or DEMAT (contact details available in the staff room)

**Code of Conduct**

Please dress professionally but suitably for craft activities etc. Please be aware that children may need reassurance and seek a hug; but follow appropriate guidelines.

It should not be necessary for you to restrain or physically intervene with children beyond everyday usual contact. Staff members will do this if necessary.