



Curiosity Compassion Courage

Partney C of E Primary School

Our small school community welcomes everyone and aspires to meet the needs of all through high expectations Christian values and compassionate support. We strive to create a firm foundation for all to fulfil their potential as future citizens of the world. Our challenging and exciting learning environment enables everyone to go forward as champions of compassion, curiosity and courage.

Confidentiality

Date	Review Date	Author	Curriculum Committee
March 2017	March 2021		Moved to Pupils and Staffing under terms of reference.
November 2023	November 2024		Addition of rationale and clear guidelines

We believe this policy relates to the following legislation:

- Children Act 1989
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008
- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children

We believe confidentiality is when someone during a private conversation entrusts another with their secrets and with the confider expecting absolute confidentiality from the confidante.

We feel we can only offer limited and not absolute confidentiality at this school as the safety, well-being and protection of our pupils are the main consideration in all decisions school personnel make.



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We stress that school personnel must make it clear when in discussion with pupils or parents/carers that there are limits to confidentiality that can be offered, so that they can make informed decisions about the most appropriate person/s to talk to about the personal matters that have been disclosed.

We believe we have created a safe and supportive school environment which encourages pupils to talk to school personnel in order to share their problems. Trust between pupils and staff is an established part of the school ethos.

We acknowledge that a transparent confidentiality policy will ensure the health and safety of all pupils in this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure that all information shared in confidence by pupils will only be used to enhance the safety, well-being and protection of all pupils in our care.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Rationale

At Partney C of E Primary School we believe that:

- The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils' wellbeing and safety.
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- Everyone in the school community needs to know that no-one can offer absolute confidentiality.
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to.

Guidelines

In practise there are few circumstances where absolute confidentiality can be offered in a school. We strive to strike a balance between ensuring the safety, well-being and protection of our pupils and staff,



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ensuring there is an ethos of trust where pupils and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection procedures and good practise are followed. Against this background, we adhere to the following guidelines:

- Staff will not discuss details of individual cases arising in staff meetings to any person without a direct professional connection to and interest in the welfare and education of the individual concerned. Staff will not enter into detailed discussions about a particular child's behaviour with other children or their parents/carers.
- At full Governing Body meetings matters such as pupil exclusion, personnel issues and personal details of any member of the school community will be dealt with and identified as confidential matters by the Head teacher. This is not for the knowledge of persons outside the Governing body meeting. These matters will be minuted separately and minutes are not published.
- Governors, in particular those sitting on Discipline Committees, will not divulge details about individuals (be they staff, families or individual children) to any person outside of the meeting.
- Parents in school working as volunteers in the office, classrooms, or as part of the Social or Friends' group will not report cases of poor behaviour or pupil discipline to other parents. This allows the teachers to deal with such matters in line with school policy and on occasions to allow children to put the matter right without the direct involvement of their parents.
- When volunteers such as parents and friends of the school are working in classes they do not discuss matters outside of the classroom.
- Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data will be securely stored in a separate file on a locked school drive. A copy will also be held by the person to whom the information pertains.
- Matters of Child Protection are made known to staff on a need to know basis.
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. These staff will respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- Volunteers, students and supply teachers are asked to read this policy before working in school.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- delegated powers and responsibilities to the Headteacher to ensure that all school personnel are aware that they should not promise absolute confidentiality and that the safety, well-being and protection of the pupil is the principal consideration in all decisions school personnel make about confidentiality;



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- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- nominated a committee to liaise with the Headteacher and to report back to the Governing Body (Pupils and Curriculum Committee);
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- communicate this policy to all school personnel, pupils, parents/carers, governors, outside agencies.
- work closely with the Pupils and Curriculum Committee;
- monitor the effectiveness of this policy

Role of the Pupils and Staffing Committee

The Pupils and Curriculum Committee will:

- work closely with the Headteacher;
- ensure this policy and other linked policies are up to date;
- report to the Governing Body on the success and development of this policy.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy by not promising at any time absolute confidentiality when a disclosure has been made to them;
- undertake appropriate training in the techniques to use when dealing with one-to-one disclosures; (Safeguarding pathways – see also Child Protection Policy)
- make it clear at the beginning of a conversation that there are limits to confidentiality;
- inform the confider when a confidence has to be broken for the safety and well-being of children;
- pass on confidential information for the safety, well-being and protection of our pupils to the Designated Child Protection Coordinator;
- work in partnership with parents and carers keeping them up to date with their child's progress and behaviour at school;



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- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school’s equalities policy and schemes;
- report and deal with all incidents of discrimination;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will be aware:

- that they can talk about any concerns or worries they have with school personnel;
- of how to access confidential support e.g. Childline
- that they will be encouraged by the school to discuss any matters that they have brought to the attention of the school with their parents/carers;
- treat others, their work and equipment with respect;
- support the school Behaviour Code and guidance necessary to ensure the smooth running of the school;
- take part in pupil voice questionnaires and surveys as appropriate

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the Governor for Safeguarding.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

▪ Safeguarding & Child Protection and Whistle Blowing	▪ Complaints Policy
▪ Sex and Relationships	▪ Anti-bullying

Headteacher:		Date:	
Chair of Governing Body:		Date:	



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Confidentiality Agreement

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

I am in agreement that: -

- all personal information regarding pupils or school personnel is confidential and will be kept so;
- all school personnel and parental helpers will abide by a strict code of the highest professional and ethical standards in order to safeguard confidentiality of all practices and information held within the school;
- the Head teacher is responsible for taking action if a member of staff or parental helper is identified to having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff;

I, (_____), am in agreement with the above and agree that I will treat all information received in the strictest confidence and will not divulge any information outside the school.

Signed	Date Agreed	Review Date



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