

Abbot's Hall Primary School



Confidentiality Policy

May 2024

Be the best that you can be.

Policy Statement

The issue of confidentiality in schools is becoming increasingly complex as the integration of human rights legislation develops. Schools are being encouraged to develop policies in response to the Change for Children programme and the legislation regarding Information Sharing and data protection.

We recognise that there are occasions when pupils are worried about something and feel that they cannot talk about it to their parents/carers. This can result in enormous stress for the individual which impacts on their Education, health, emotions and general well being. Some pupils may feel that they can turn to teachers and other staff members for support and we want to be as helpful as we can whilst recognising that there may be some potential difficulties in being supportive.

The aim of this policy is to give comprehensive clarity to parents/cares, pupils and staff about levels of confidentiality that can be offered by the school in different circumstances.

All staff should adhere to the following guidance:

- When talking with pupils, it is important for you to be aware of maintaining your professional boundaries.
- You must be clear to pupils that you cannot offer unconditional confidentiality when a pupil first begins to talk about something where confidentiality may become an issue.
- Pupils should be warned that if there is a child protection issue where the pupil, or others, is likely to be at risk of significant harm, you are under a duty to inform a member of the school's Safeguarding team
- It is important that each member of staff deals with this sensitively and explains to the pupil that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to help.
- In all cases where you feel that you have to break confidentiality with the pupil, you must inform the pupil, (unless there is a good reason not to inform them e.g. risk of harm) and reassure them that their best interests will be maintained.
- In talking with pupils, you need to encourage them to talk to their parents/carers about the issue that may be troubling them and support in doing this should be offered where appropriate.

Parents / Carers and Families

We recognise that sometimes there may be family issues which may affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. We will respect the wishes of the family and where it is felt necessary to share the information given to us, this will be discussed with the parents/carers first unless a pupil is considered to be at immediate risk and /or there is an overriding child protection concern.

Staff and Governors

All staff can normally expect that their personal situations and health will remain confidential unless:

- It impinges on their terms of contract, or
- Endangers pupils or other members of staff, or
- There is a legal obligation to disclose such information, or
- It is necessary for legal proceedings, or
- Despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure

Monitoring and review

This policy is monitored by the Headteacher and the governing body. It will be reviewed every two years or before if necessary.

Linked Policies

CET Child Protection and Safeguarding Policy
CET Data Protection and Records Management Policy
CET Privacy Notice Staff and Volunteers
CET Privacy Notice Pupils and Parents

Signed: 

Position: Headteacher

Date: May 2024

Signed: 

Position: Chair of Governors

Date: May 2024

Date: May 2024