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Ready Respect Safe

# Arnold View Primary School Confidentiality Policy

Policy Reviewed (Date):

Signed: \_\_\_\_\_ (Chair of Governors) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Head Teacher) Date: \_\_\_\_\_

Next Review Due (Date):

## **Introduction and Definition of Confidentiality:**

Confidentiality means that details about other people should only be disclosed on a need to know basis. Any details of a personal nature will only be disclosed with the consent of the person involved unless it is a matter of safeguarding.

You should not discuss personal information given to you by children, staff unless it is vital that the information is passed on for safety or safeguarding reasons to the appropriate person.

Any information that you give to your Head teacher, the deputy headteacher, or staff members, will not be discussed with others without your consent and knowledge.

**Human Rights Act 1998:** Gives everyone the right to “respect for his private and family life, his home and his correspondence”, unless this is overridden by the ‘public interest’, e.g. for reasons of Child Protection, for the protection of public safety, public order, health or morals or for the rights and freedoms of others.

## **Data Protection Act 2018 (GDPR)**

Everyone responsible for using personal data has to follow strict rules called ‘data protection principles’. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Under the Data Protection Act 2018, you have the right to find out what information the government and other organisations store about you.

## **At Arnold View Primary school we believe that:**

The safety, well being and protection of our pupils are the paramount consideration in all decisions staff at this school make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils well being and safety.

- It is an essential part of the ethos of our school that trust is established to enable pupils, staff, and parents/carers to seek help both within and outside the school and minimise the number of situations when personal information is shared to ensure pupils, staff are supported and safe

- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues and concerns, including sex and relationships.
- The school's attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the school.
- Issues concerning personal information including sex and relationships and other personal matters can arise at any time.
- 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 about any health, sex and relationship or other personal issue they want to discuss.

In practice there are few situations where absolute confidentiality is offered in School. We have tried to strike a balance between ensuring the safety, well being and protection of our pupils and staff, 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 issues and good practice is followed.

This means that in most cases what is on offer is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues but the confider would not be identified except in certain circumstances.

The general rule is that staff should make clear that there are limits to confidentiality, at the beginning of the conversation. These limits relate to ensuring children's safety and well being. The pupil will be informed when a confidence has to be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

School staff (including non-teaching and voluntary staff) should not promise confidentiality. Pupils do not have the right to expect that incidents will not be reported to his/her parents/carers and may not, in the absence of an explicit promise, assume that information conveyed outside that context is private. No member of this school's staff can or should give such a promise.

The safety, well being and protection of the child is the paramount consideration in all decisions staff at this school make about confidentiality.

School staff are NOT obliged to break confidentiality except where child protection is or may be an issue, however, at Arnold View school we believe it is important staff are able to share their concerns about pupils with colleagues in a professional and

supportive way, on a need to know basis, to ensure staff receive the guidance and support they need and the pupils' safety and well being is maintained.

Teaching and TA staff receive training in child protection and safeguarding as part of their induction to this school and receive updated training at other times. Staff are expected to follow the schools' child protection/safeguarding policy and procedures.

### **Visitors and non-teaching staff:**

We expect all non teaching staff, including voluntary staff, to report any disclosures by pupils or parents/carers, of a concerning personal nature to the **designated safeguarding lead** (Caroline Otterburn/ Rebecca Vowles/ Katie Beck/Carl Jarvis) as soon as possible after the disclosure and in an appropriate setting, so others cannot overhear. This is to ensure the safety, protection and well being of all our pupils and staff.

The designated designated safeguarding lead will decide what, if any, further action needs to be taken, both to ensure the pupil gets the help and support they need and that the member of staff also gets the support and supervision they need.

### **Parents/carers:**

We believe that it is essential to work in partnership with parents and carers and we endeavour to keep parents/carers abreast of their child's progress at school, including any concerns about their progress or behaviour. However, we also need to maintain a balance so that our pupils can share any concerns and ask for help when they need it.

Where a pupil does discuss a difficult personal matter staff will be encouraged to also discuss the matter with their parent or carer themselves, unless the child is identified as at risk by sharing this information The safety, well-being and protection of our pupils is the paramount consideration in all decisions staff at this school make about confidentiality.

### **Links to other school policies and procedures:**

**This policy is intended to be used in conjunction with other policies highlighted below**

RSHE, Sex and Relationships

Drugs

Child Protection/Safeguarding

Access and SEN

Bullying

Behaviour

Whistle-Blowing