



Noam Primary School

Confidentiality Policy

November 2016

Confidentiality

Date	Review Date	Coordinator	Nominated Governor
10/11/2016	10/11/2017	Mrs Simmonds	Mrs Shelley Kelaty

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 staff make.

We stress that school staff 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 staff in order to share their problems. Trust between pupils and staff is an established part of the school ethos.

Noam Primary School

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.

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 staff 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 staff make about confidentiality;
- delegated powers and responsibilities to the Headteacher to ensure all school staff and stakeholders are aware of and comply with this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;

Role of the Headteacher

The Headteacher will communicate this policy to all school staff, pupils, parents/carers, governors, outside agencies and visitors by:

- organising in-house training for school on Child Protection and Safeguarding;
- including the policy in the policies file;
- including the policy on the school website;

The Headteacher will also:

- monitor the effectiveness of this policy by:
 - monitoring learning and teaching through observing lessons
 - speaking with pupils, school staff, parents and governors

Role of School Staff

School staff will:

- comply with all aspects of this policy by not promising at any time absolute confidentiality when a disclosure has been made to them;

Noam Primary School

- undertake appropriate training in the techniques to use when dealing with one-to-one disclosures;
- 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;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;

Role of Pupils

Pupils will be aware:

- that they can talk about any concerns or worries they have with school staff;
- of the confidentiality statement and that information will be shared for their own safety and well-being;
- 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;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part in periodic surveys conducted by the school;
- work in partnership with the school and are kept informed of their child's progress and behaviour;
- have ready access to the files and records of their children

Role of School Visitors (Outside Agencies, Parent Helpers and Students)

- All school visitors will be made aware of the school policy about disclosures and confidentiality.
- All parent helpers are asked to sign a confidentiality agreement before working in school.
- All visitors must report any concerns they have regarding a pupil/s.
- All disclosures must be reported.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with school staff

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training which covers:
 - All aspects of this policy
 - Safeguarding & Child Protection
 - Dealing with Allegations Against School Personnel staff
 - Anti-bullying
 - Confidentiality - Parent Involvement
 - Whistle Blowing
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information

Headteacher:		Date:	
Chair of Governing Body:		Date:	

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 staff is confidential and will be kept so;
- all school staff 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