

St Luke's Primary School



Confidentiality Policy

(Updated October 2017)

The Staff at St Luke's School are conscious that a clear, explicit and well publicised confidentiality policy ensures good practice throughout the school which staff (including those from external agencies) parents/carers and pupils can easily understand. The policy should confirm that all members of the school community are clear about the levels of confidentiality that they can offer to other members of the community and expect themselves.

This policy applies to:

- All teaching and non-teaching members of staff working in the school.
- Visiting staff from external agencies
- Parents, students and other volunteers working in school

Aims

For everyone to understand the varying levels of confidentiality which might be offered in different circumstances.

Procedures

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 and health. 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.

You should adhere to the following policy:

When talking with pupils, it is important for you to be aware of maintaining your professional boundaries. Whilst being supportive where you can, distancing techniques should be used when appropriate

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

Leading questions should not be asked and records should be taken of any conversations. Records should be passed on to the Headteacher immediately

Pupils should be warned that if there is a child protection/ safeguarding issue where the pupil, or others, are likely to be at risk of significant harm, you are under a duty to inform the school's Child Protection Officer who may have to involve other agencies. 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

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Parents/carers and Families

We recognise that sometimes there may be family issues which might 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/ safeguarding concern.

Staff

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

Linked Policies

This policy needs to be read in conjunction with the policies on:

- Child Protection
- PSHE Policy including appendices on Sex and Relationships and Drugs Education
- Inclusion Policy
- Behaviour management Policy
- Counter-bullying Policy
- Health and Safety Policy

Monitoring and evaluation

It is the responsibility of the SLT (Senior Leadership Team) to monitor the effectiveness of the Confidentiality Policy through continual self-evaluation (SEF).