

Slaithwaite CE J & I School



Confidentiality Policy

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Confidentiality Policy

The Aims of the Policy

- This policy supports procedures for safeguarding children set out in the "Working together to Safeguard Children" (1999 and 2006).
- We will ensure that anyone working in the school is aware of the boundaries of their legal and professional responsibilities towards pupils/students.
- This policy establishes a common understanding of what is meant by confidentiality and its limits throughout school.
- This policy establishes a common understanding on issues of confidentiality between parents/guardians and the school.
- This policy guides the work of other professionals working in the school
- We have a common understanding on issues of confidentiality (many of which may have little to do with abusive or illegal situations).

How will the Aims be Achieved?

Through the following of:

- Behaviour Policy
- Home School Policy
- Sex and Relationship Policy
- Drug Related Policy & Procedures
- Equality policies in school.

The Needs of Pupils

- This policy is supported by the formal and informal learning that takes place in the school. Learning opportunities are in place to develop the skills and confidence of pupils to identify situations where they may need support or advice and possible ways to access it.
- Pupils have a right to privacy and mutual respect.
- All children are treated with respect at all times.
- Systems are in place to support confidentiality for pupils in school.

- All staff working in the school are made aware of the policy and procedures.
- All staff working in the school have personal copies of the relevant Quick Guides taken from the Kirklees safeguarding procedures.
- The school child protection co-ordinator is Mrs Bradley.
- Any concerns about child protection issues must be reported to the child protection co-ordinator.
- Staff should never give an absolute guarantee of confidentiality to a pupil.
- All staff should have a copy of this policy.
- Only staff who need to know have controlled access to information about a pupil.
- The Head will ensure that the appropriate people have information, and control access.
- Staff should ask other colleagues for support and advice
- Staff should not be left in a situation of having a difficult issue to deal with alone.
- Staff should feel confident that they are supported by the Headteacher & Governing Body.

Continuous Professional Development and Training

- The school recognizes and is committed to the professional development of its staff.
- Staff are given some time to look at issues of confidentiality - e.g. staff meetings.

The Use of External Support

- School uses outside professionals and makes them aware of the school policy and procedures.
- Some outside professionals working in school may have their own codes of confidentiality, according to their organization and role.

The School and Parents

School at all times seeks to work in partnership with parents

Responsibility for the Pupil and School Staff Confidentiality Policy

The Headteacher takes overall responsibility for this policy and its implementation in school. This responsibility includes liaison with the Governing Body, parents and the LA.

Reviewed - September 2017

Full Review - September 2019

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CONFIDENTIALITY AGREEMENT

I understand that I may be involved in situations where information I am given or find out is confidential to the child concerned, their parents or carers, or within the school situation. I agree to respect confidentiality and only pass on information about children to people who need to know.

Name: _____

Signature: _____

Date: _____