

# **Bordon Junior School**

## **POLICY FOR CONFIDENTIALITY**

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### **1. Aims**

- 1.1. To ensure all members of staff working on the school site are clear about the levels of confidentiality that they can offer to the school community and expect themselves.
- 1.2. To foster an ethos of trust within the school.
- 1.3. To ensure that staff, parents and pupils are aware of the school's confidentiality policy.
- 1.4. To reassure pupils that their best interests will always be maintained.
- 1.5. To always encourage children to talk to their parents and carers about any concerns they may have.
- 1.6. To ensure that pupils and parents/carers know that school staff cannot offer unconditional confidentiality in accordance with Safeguarding Legislation.

### **2. The Policy Applies To:**

- 2.1. All teaching and non-teaching staff employed by the school
- 2.2. All visiting staff working with young people on the school site during the school day
- 2.3. Staff from external agencies delivering services on the school site

### **3. Guidelines For Staff**

- 3.1. All information about individual children is private and will only be shared with staff if they need to know.
- 3.2. Staff will not enter into discussions about a pupil with anyone who is not entitled to that information.
- 3.3. All children's services, medical and personal information about a child will be held in a safe and secure place which cannot be accessed by individuals other than school staff.
- 3.4. Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports will be circulated in envelopes and, once read, should be returned for secure filing or shredding by the office staff.
- 3.5. During lessons ground rules and distancing techniques are used where sensitive issues are to be addressed.
- 3.6. *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 maintaining professional boundaries. Whilst being supportive, distancing techniques should be used when appropriate and pupils encouraged to talk to their parents/carers about the issue that may be troubling them and support in doing this should be offered where appropriate.*

- 3.7. 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.**
- 3.8. Pupils should be warned that if there is a child protection 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 Liaison Officer (CPLO) who may have to involve other agencies.**
- 3.9. All matters of Child Protection and safeguarding are dealt with by the CPLO. The CPLO will share relevant information with staff on a need to know basis. All requests for information relating to safeguarding are referred to the CPLO.
- 3.10. No information which relates to an individual member of the school community or brings Bordon Junior School into disrepute is to be posted or shared online through any means, including all areas of social media (e.g. Facebook, Twitter).
- 3.11. Staff performance management will be carried out privately. Targets for individuals, named lesson observation sheets and other performance data are kept in the Head teacher's office.

#### **4. Guidelines For Governors**

- 4.1. Governors must not divulge details about individuals (staff, families or individual children) to any person outside of governing body meetings.
- 4.2. Governing body matters such as pupil exclusion, personnel issues and personal details of any member of the school community must not be discussed with anyone outside of meetings unless specifically requested and minuted within the meeting.

#### **5. Guidelines For Volunteers**

- 5.1. When volunteers, such as parents and friends of the school are working in school, they will respect the confidentiality of all educational matters including behaviour issues.
- 5.2. They are asked to sign a confidentiality awareness statement before working in the classroom.
- 5.3. All casual requests for information are referred to the relevant class teacher
- 5.4. All requests for information by an outside agency or the media are referred to the Headteacher
- 5.5. No information which relates to an individual member of the school community or brings Bordon Junior School into disrepute is to be posted or shared online through any means, including all areas of social media (e.g. Facebook, Twitter).

#### **6. Health Professionals**

- 6.1. Health professionals have their own code of practice dealing with confidentiality when working in a one to one situation.
- 6.2. When working in a classroom they are bound by school policies.

#### **7. Media**

- 7.1. All matters concerning the media, other than promoting or marketing a school event, should be dealt with by the Head teacher or Chair of Governors.

## 8. Equal Opportunities

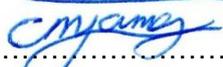
- 8.1. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
- 8.2. Staff may wish to discuss an individual case with a class or group. For instance it can support the inclusion of a child with a specific need, if their peers are made aware of the condition and so have some idea of what to expect. Similarly a child with visual, hearing or physical impairment can be supported if his/her friends know to look out for them in the playground. In such cases permission will be sought from the child and his/her parents or carers.

## 9. This Policy has been developed with reference to the following documents:

- *Sex and relationship education guidance*, DfES, July 2000, ref: 0116/2000
- *What to do if you're worried a child is being abused: Children's Services guidance*, DfES/DH, May 2003, ref: 31553
- *Developing sex and relationships education in schools: guidance and training activities pack for school governors – Sex Education Forum/National Children's Bureau (NCB)*, 2003, ISBN: 1904787029
- *HIV in schools: good practice guide to supporting children infected or affected by HIV*, Children and Young People HIV Network/NCB, 2005, ISBN: 1904787479
- *Sex and relationships education in pupil referral units*, Sex Education Forum/NCB, 2004, ISBN: 1904787231
- *National Healthy School Status – a guide for schools*, DH, September 2005, REF: 270390
- *Managing the support and reintegration of pregnant pupils and school-age parents: guidance for schools from Hampshire Local Education Authority*, Hampshire Teenage Pregnancy Partnership, November 2004.

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This policy was formulated by the Head teacher and Governors of Bordon Junior School and is to be reviewed annually.

Signed :  .....

Head teacher

# **Bordon Junior School**

## **STATEMENT OF CONFIDENTIALITY**

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All regular visitors and volunteers are required to sign the following statement relating to confidentiality.

**I have read and understood the Confidentiality Policy and agree to adhere to this in my role at Bordon Junior School, both during my time at the school and after I have left.**

I agree not to post or share information, I am aware of because of my role in school, online through any means, including all areas of social media (e.g. Facebook, Twitter), which relates to any individual member of the school community or brings Bordon Junior School into disrepute.

I agree to refer all casual requests for information to the relevant class teacher.

I agree to refer all requests for information by an outside agency or the media to the Headteacher.

Signed: .....

Date: .....

Name (please print): .....

Role in school: .....