



Confidentiality Policy

Lead Person : Headmaster
Governing Body Committee : Finance

Aims:

When teachers are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue, it is possible that some children will want to discuss information that is of a personal nature, or may sometimes make disclosures about risky or illegal behaviour. This policy aims to set out guidelines for responding to such situations.

Objectives:

- To ensure that staff, parents and pupils understand what will happen if these situations occur.
- To define 'confidentiality'.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at The Crypt School.
- To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

Guidelines for Staff in maintaining confidentiality:

This policy is particularly relevant to the teaching of PSHE & citizenship related topics. However, it also covers all situations both in and outside the classroom.

'Ground Rules' will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):

- We will respect each other's' views
- We will listen carefully to one another
- No put-downs!
- We do not name names
- We only talk about very personal things if we choose to do so – we have the right to our privacy.

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, we will add another rule that:

- 'Whatever we talk about in this lesson will stay between us within this classroom.'

Guidelines for Staff on breaking confidentiality:

- In most cases Staff can expect to maintain confidentiality over matters discussed with pupils – either within or outside of lessons. However, if a member of staff thinks that someone has said something that makes them think a young person (pupil) is being hurt, is at risk of harm in some way or are not safe, they must tell the DSL or Deputy DSL.
- Following the guidance in our Child Protection policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that you will not tell anyone else. Explain that in order to help, you may need to talk to other people. If a child disclosed

information that indicates that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated in our Child Protection policy.

- In the following circumstances Staff must always break confidentiality:
 - Threat to the life of or immediate risk to the pupil
 - Prevention of terrorism
 - A third party is at risk of abuse, neglect or harm
 - When you have been subpoenaed to a Court of Law
- Following a disclosure:
 - Confirm with the child who you will talk to and what you will say
 - How you will continue to support them through the process

‘Confidentiality’ also refers to protecting the information we hold about the pupils in this school and their families. All staff will endeavour to maintain confidentiality when appropriate, for example by considering the conversations they have about pupils and their families, the purpose of these conversations and where they take place. All staff at the school will be made aware of this through our Confidentiality Statement (see below).

Confidentiality Statement:

Staff talk about their job constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families. We ask that such professional conversations are regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, the child and the parents of the child. Any comments made by a member of staff about a young person (pupil), or an incident at school may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in school and should end there. More serious incidents will be discussed, *in confidence*, with parents. We feel sure you will understand the need for such confidentiality on school matters. All staff (including visitors to the school) are asked to respect confidentiality on such matters to avoid misunderstandings and upset.

Thank you for your cooperation!

How we are meeting these objectives:

- All staff working at The Crypt School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- All parents will be made aware of this policy and its contents.
- All external agencies working in school to deliver elements of PSHE will be made aware of this policy and its contents. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.

Reviewed : June 2014, June 2017

Approved by Full Governors : June 2014, July 2017