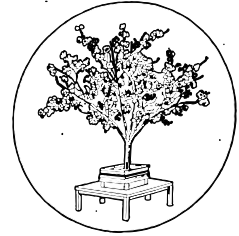


**DINNINGTON FIRST SCHOOL
CONFIDENTIALITY POLICY STATEMENT**



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| Policy Written | January 2006 |
| Date approved by governing body | 6 th February 2006 |
| Last Reviewed | November 2015 |
| Review Date | November 2017 |
| Staff Responsible | Head Teacher: Allyson Farrar PSHCE co-ordinator: Jennean Aydeniz Governors |

Consultation that has taken place: This policy statement has been developed in consultation with the Head Teacher, PSHCE Co-ordinator, staff, parents and governors.

RATIONALE

Pupils occasionally make personal disclosures, either in class or to individual teachers. They may disclose that they are engaging in under-age sexual activity; that they, or friends or relatives, are using drugs; or that they have been abused. Teachers may come to possess sensitive information about pupils, some of it about illegal activity. All parties need to be clear about the rules of confidentiality which apply in these circumstances.

AIM

Our aim at Dinnington First School is to provide clear advice and guidance on the rules of pupil confidentiality in the school to reassure staff, parents / carers, visitors and pupils.

PRINCIPLES

- To provide a clear and consistent message for pupils, staff, parents and visitors about confidentiality in school.
- To provide guidance about who needs to know what in particular instances.
- To give staff confidence in dealing with matters of confidentiality.

GUIDELINES

- Information about pupils should not be passed on indiscriminately. The Head Teacher must be informed in all circumstances. Staff have a contractual obligation to comply with the policy.

- Unconditional confidentiality should not be offered to pupils or their parents. Information about behaviour likely to cause harm to the pupil or to others must be passed to the appropriate agency.
- It should be made clear to pupils that teachers cannot promise confidentiality and that on some occasions information may need to be passed on in the young person's best interest. However, the pupil should be informed about when this has to happen, what will be done with the information and who will have access to it.
- In the case of illegal activity, the school should take actions in the best interests of the pupil. This does not necessarily involve informing the police. For example; teachers are not obliged to inform the police about illegal drug activity. The LEA's Handling Incidents of Drug Misuse Policy gives clear guidance on this matter.
- Outside agencies and others providing support for the PSHCE programme, must be made aware of, and abide by, the school policy on disclosures and confidentiality. However, they may also have a role in providing advice and support directly to pupils. The boundary between these two roles must be agreed with the school and the distinction, in terms of the right to confidentiality, be made clear to pupils.
- Some people, such as school health advisors (school nurses) are bound by their own professional codes of confidentiality in their work with children and young people e.g. the medical code of confidentiality (Fraser Guidelines). Pupils who seek help from teachers about their personal health e.g. contraception or pregnancy, can be referred to the school nurse or their family doctor whose professional code of practice will be followed.
- In lessons, teachers should establish from the beginning that it is inappropriate to disclose personal information. Ground rules, which ensure pupils agree not to pressure one another to answer questions about their own experiences, also apply to staff.

IMPLEMENTATION AND MONITORING

A copy of this policy will be given to every member of staff at a staff meeting with an opportunity for discussion.

It will be included in the school policy file and a copy saved on the school server for any new staff and for general reference.

The confidentiality policy will be monitored by the Head Teacher and Governors.

CONCLUSION

At Dinnington First School our Confidentiality Policy provides clear advice, guidance and reassurance concerning matters of confidentiality to assist and protect staff, parents / carers, visitors and pupils.