

Northern Schools Federation

CONFIDENTIALITY POLICY



Aim:

All adults working on the school site are clear about the levels of confidentiality that they can expect themselves and is expected of them.

Objectives:

For everyone to understand the varying levels of confidentiality, relevant to the circumstance.

Rationale:

A clear confidentiality policy ensures good practice throughout the school which staff, Outside Agencies, Volunteers and families can understand.

Where and to Whom the Policy Applies:

This policy applies to all employed staff and those working with children on site during the school day, including outside agencies and volunteers.

Staff Support and Training:

All staff will be made aware of this policy and it will be part of our induction procedures.

Confidentiality and Pupils

We recognise that there are occasions when children may turn to staff for support and that there may be some potential difficulties in being supportive.

Professional boundaries must be maintained when talking with children.

Staff must be clear that unconditional confidentiality cannot be offered when a child starts to talk about something where confidentiality may become an issue.

If there is a child protection issue with a child, the child needs to be told that a Designated Safeguard Lead (DSL) will be involved and they may need to involve other agencies. It is important that this is dealt with sensitively and that it is made clear that only those who need to know in order to help will be involved.

In all cases where confidentiality is broken, the child must be informed that this is the case in their best interests.

Further guidance for staff may be found in our Child Protection Policy.

Confidentiality and Information about Parents and Families

We recognise that there may be family issues affecting a child which the family will only disclose to us if they are assured that the information will be treated confidentially.

We 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 family first unless a child is considered to be at immediate risk and / or there is an overriding child protection concern.

Confidentiality and Information about Staff and Governors

All staff can normally expect that their personal situations and health issues will remain confidential unless

- it impinges on their terms of contract
- it endangers children or staff
- there is a legal obligation to disclose such information
- the staff or wider public's interest justifies disclosure

Linked Policies and Documents:

- Northern Federation Child Protection Policy
- Northern Federation Safeguarding Policy
- Keeping Children Safe in Education 2016
- Northern Federation Sex and Relationships Policy
- Northern Federation Anti-Bullying Policy
- Northern Federation Health and Safety Policy

Dissemination:

Parents will be made aware of this policy through the school website.

To be reviewed in line with the policy schedule.