



**School Governing Body
Lee-on-the-Solent Junior School**

'Happy School, High Standards'

Chair of Governors: Mr C Lloyd

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Lee-on-the-Solent Junior School Confidentiality Policy

Issued September 2016

Review September 2018

Lee-On-The-Solent Junior School Confidentiality Policy

'Happy School, High Standards'

Aims

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.

Objectives

For everyone to understand the varying levels of confidentiality which might be offered.

Rationale

- A clear, explicit and well publicised confidentiality policy ensures good practice throughout the school which staff, (including staff from external agencies), governors, parents and pupils can easily understand.
- The school needs to be clear about the boundaries of their legal and professional roles and responsibilities e.g. Child Protection procedures.
- Different professionals can offer varying levels of confidentiality in different circumstances which can confuse staff and pupils.
- Sometimes parents and families may wish to disclose information confidentially to the school. Schools need to be clear about their position.

Who is the Policy for?

- All teaching and non-teaching staff employed by the school.
- All visiting staff working with young people on the school site during the school day.
- Depending on their contractual arrangements, staff from external agencies delivering services on the school site – e.g. Youth Services and voluntary organisations.
- All governors.
- All parents.
- All school pupils.

Staff support and training

- Child protection training
- RRR training
- First Aid training
- SRE training
- Included in staff induction

All staff members: confidentiality and pupils

We recognise that 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 recognising that there may be some potential difficulties in being supportive. You should adhere to the following policy:

- When talking with pupils, it is important for you to be aware of maintaining your professional boundaries. Whilst being supportive where you can, distancing techniques should be used when appropriate and pupils encouraged or supported to access the confidential services offered on the school site.
- **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.**
- Pupils should be warned that if there is a child protection issue where the pupil, or others, is likely to be at risk of significant harm, **you are under a duty to inform the school's Child Protection Liaison Officer who may have to involve other agencies.** (Please refer to the school's child protection procedures for further advice on this aspect). It is important that each member of staff deals with this sensitively and explains to the pupil that they must inform the appropriate people who can help the child, but that they will only tell those who need to know in order to help.
- School staff can only offer confidentiality to pupils on issues that do not involve significant illegal activities e.g. drug trafficking, arson etc. If the conversation begins to move to this kind of issue, the pupil must be warned that confidentiality cannot be guaranteed.
- In all cases where you feel that you have to break confidentiality with the pupil, you must inform the pupil and reassure them that their best interests will be maintained.
- In talking with pupils, you need to encourage them to talk to their parents/carers about the issue that may be troubling them and support in doing this should be offered where appropriate.

Pupils should be made aware of the specialist confidential services that may be available on the school site or in the school community e.g. school nurse.

Home-School Link Worker

The Home School Link Worker can be approached by any pupil or parent for a confidential discussion. Sometimes we may also refer pupils to the HSLW discussions. The Home School Link Worker **cannot offer confidentiality over a child protection issue** but because sometimes it is necessary for a pupil to be able to talk about deep-seated troubling issues in order to help the pupil through their situation.

School First Aid Staff and visiting School Nurse confidentiality and Pupils

The Government has recognised that for some young people, unless they are able to speak to someone confidentially away from their family, their health and well-being can be at great risk. The Fraser Guidelines require:

- The young person understands the advice and has sufficient maturity to appreciate what is involved in terms of moral, legal, social and emotional implications for themselves.
- They cannot be persuaded to tell their parents/carers, or allow them to be informed.
- They young person's physical or mental health is likely to suffer unless they receive advice or treatment.
- It is in the young person's interests to give advice or treatment.

The requirement to offer a confidential service is within the professional Code of Practice for school nurses and other school first aid staff. The government has also signed up to international legislation and charters which entitle young people to access health services. However, health professionals like everyone else, must inform appropriate services if they become aware of a child protection issue in discussions with a young person.

Peer support: confidentiality between pupils

Peer support can be used through School Councils, class councils, meetings, circle of friends and social skills groups, all of which involve adult supervision.

Pupils are not permitted to promise to keep secrets but all conversations between the mentor and mentee will be kept confidential except in the following circumstances:

- The mentor must tell a teacher if a pupil discloses either any form of abuse or anything else that would make them worry about their safety.
- If the mentee is about to disclose this sort of information, the mentor must tell them that they will need to take them to a member of staff, possibly as an advocate to help them.
- If the mentor has a concern about the content of a mentoring meeting, they are encouraged to discuss it with a teacher.

Parents and families – confidentiality and pupils

We recognise that sometimes there may be family issues which might affect a pupil and which the family will only disclose to us if they can be sure the information will be treated confidentially. We will 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 parent first unless a pupil is considered to be at immediate risk and/or there is an overriding child protection concern.

Staff and Governors confidentiality

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

- It impinges on their terms of contract or;

- Endangers pupils or other members of staff or;
- There is a legal obligation to disclose such information or;
- It is necessary for legal proceedings or;
- Despite the duty of confidence, the staff member's interest or the wider public interest justifies disclosure.

Linked policies

Behaviour Management, Anti-Bullying, Child Protection, Health and Safety, PSHE, SRE, Drugs Policy

Dissemination

This policy should be widely publicised to all in the school community:

- On the school website.
- Through the school newsletter.
- Through the school prospectus.
- Through the parent information point in reception area.
- With job details to applicants.
- Through year group/class assemblies.
- Through links to other policies

The policy is written in such a way as to be accessible to pupils, teachers, parents/carers and the wider community.

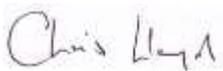
Reviewed and agreed by the Management and Finance Committee September 2016

Approved by Whole Governing Body November 2016

Date of next review: September 2018

Signatures:

Mr C Lloyd Chair of Governors



Mr D Nickerson, Headteacher

