

**Confidentiality Policy**

Monitored and updated by: Headteacher(s)

1. **Principles and scope**

All members of the school community should understand their respective roles in relation to confidentiality. This policy covers all school activities including lessons, pastoral support, extra-curricular activities and use of services such as school nursing. It includes all members of the school community; pupils, teachers, support staff, leaders, governors and should reflect the legal rights of parents.

## **Roles and responsibilities**

## **Pupils:** The school will ensure that pupils:

* Know that members of staff cannot offer unconditional confidentiality
* Are reassured that their best interests will be maintained
* Know that if their confidentiality has to be broken, they will be informed and then supported as appropriate
* Are encouraged to talk to their parents or carers and are provided with support to do so
* Are informed of alternative sources of confidential help, for example school nurse, counsellor, GP or local young persons advice centre
* Are given the opportunity to agree ground rules for lessons where sensitive issues may arise (e.g. PSCHE, RE, RSE).

### Parents /Carers: The school will ensure that parents /carers:

* Understand the school policy in relation to confidentiality
* Are encouraged to talk to their children, and opportunities to support them in this are built into the school’s communications.

## **Staff:** All members of staff:

* Understand the school’s policy in relation to confidentiality
* Understand the boundaries agreed by the school in relation to sensitive issues
* Know that they cannot offer unconditional confidentiality to pupils
* Know and follow the procedure for recording and reporting disclosures.

#### Headteacher and local governing body (LGB): The headteacher and LGB should monitor:

* Disclosures to staff within the agreed boundaries in the school
* The consistency in implementation of the policy, ensuring boundaries are not being overstepped and that new staff receive information about this policy in their induction.

**Related policies and procedures:**

* *Q1E Child Protection and Safeguarding Policy*