



Together we care share and achieve

Llanhari Primary School

School Policies

Confidentiality Policy

Date	Review Date
Spring 2024	Spring 2025

Aim

At Llanhari Primary School we want to ensure that all members of the school community understand their respective roles in relation to confidentiality.

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 first 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 the school nurse, counselor, GP or local young person's advice centre
- Are given the opportunity to agree ground rules for lessons where sensitive issues may arise. These ground rules should be behaviour focused and implementation should be consistent and rigorous

Parents /Carers

The school will ensure that parents /carers:

- Understand the schools policy in relation to confidentiality
- Are encouraged to talk to their children and opportunities to support them in this are built into the school policy.

Staff

The school will ensure that all members of staff understand:

- The schools policy in relation to confidentiality
- That they cannot offer unconditional confidentiality to pupils

- The boundaries agreed by the school in relation to sensitive issues
- The agreed procedure for recording and reporting disclosure and the nature of access to this information.

Head teacher and Governors

The head teacher and Governors 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.

Specialist Agency Involvement

Where appropriate the school will introduce the knowledge and support of outside agencies and individuals, e.g. the school nurse, social services. This will be done with the guidance and consent of the Child Protection Officer

Boundaries

School staff have agreed the following

- If a disclosure is made to a lunchtime supervisor, it is the responsibility of the lunchtime supervisor to inform the teacher.
- If there is any possibility of abuse, the school's child protection procedure should be followed
- If a pupil discloses information at an inappropriate time or place, the member of staff should try to talk again to the pupil before the end of the school day
- If the teacher is unclear about the seriousness of the disclosure, it is important to try to clarify the issue with the Designated Child Protection Officer.

Recording and Reporting Confidential Information

If a member of staff has any concern about an issue, which has been disclosed to them, they should report to the Designated Child Protection Officer. The information should also be written down on the schools incident form (copy attached) to be read and signed by the appropriate members of staff.

Llanhari Primary School Confidentiality Agreement

This **AGREEMENT** is made between Llanhari Primary School and..... Name of the Staff member, Visitor, Volunteer or Student.

Llanhari Primary School is the owner of any information that may be of a confidential nature and any discussions or disclosures heard by you and they must be passed on to the class teacher.

IT IS AGREED THAT:

- The Staff member, Visitor, Volunteer or Student undertakes to keep all Information supplied by Llanhari Primary School strictly confidential and not to disclose it to any person, firm, or individual without the express written consent of **Llanhari Primary School**. Such information may be sensitive and personal.
- The Staff member, Visitor, Volunteer or Student shall not use Information supplied by **Llanhari Primary School** for any purpose other than to aid the work with children.
 - The Staff member, Visitor, Volunteer or Student shall not take any photographs using their own mobile devices and should not associate themselves with **Llanhari Primary School** on any Social Media Sites
 - The Staff member, Visitor, Volunteer or Student shall restrict all such information to those responsible employees whose knowledge of the same is necessary for the aforementioned work with children. In addition, the Staff member, Visitor, Volunteer or Student undertakes that employees, advisers, and consultants to whom such Information is disclosed are bound by the same commitment of confidentiality.
- In the event that you leave the school, any copies of a confidential nature are handed back to the class teacher or Head Teacher
- The termination of this Agreement for any reason shall not affect the obligations of Confidentiality.

Signed for and on behalf of **Llanhari Primary School**

.....Head Teacher

Signed by the Visitor, Volunteer or Student

Date