



**Hatherley**  
INFANT SCHOOL

# Confidentiality Policy

Agreed: April 2017  
Review: April 2021

We want to ensure your needs are met. If you would like this document in any other format, please contact us:  
[admin@hatherley-inf.gloucs.sch.uk](mailto:admin@hatherley-inf.gloucs.sch.uk)

## Introduction

We believe confidentiality is when someone during a private conversation entrusts another with their secrets and with the confider expecting absolute confidentiality from the confidante.

We feel we can only offer limited and not absolute confidentiality at this school as the safety, well-being and protection of our pupils are the main consideration in all decisions school personnel make.

We stress that school personnel must make it clear when in discussion with pupils or parents/carers that there are limits to confidentiality that can be offered, so that they can make informed decisions about the most appropriate person/s to talk to about the personal matters that have been disclosed.

We believe we have created a safe and supportive school environment which encourages pupils to talk to school personnel in order to share their problems. Trust between pupils and staff is an established part of the school ethos.

We acknowledge that a transparent confidentiality policy will ensure the health and safety of all pupils in this school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Statement of Intent

When teachers are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue, it is possible that some children will want to discuss information that is of a personal nature, or may sometimes make disclosures about risky or illegal behaviour. Children may also make disclosures about abuse at any time. This policy sets out guidelines for responding to such situations.

## Aims

- To ensure staff, parents and pupils understand what will happen if these situations occur
- To define “confidentiality”
- To explain the implications of this for practice within school
- To ensure that staff, pupils and parents understand what is meant by confidentiality at Hatherley Infant School
- To ensure staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school

## Guidelines for practice

This policy is particularly relevant to the teaching of PSHE. However it also covers all situations both in and outside the classroom.

- Following the guidance in our Safeguarding (Child Protection) Policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that you will not tell anyone else. Explain that in order to help, you may need to talk to other people. If a child discloses information that indicates they may be at risk of abuse or neglect or harm this information needs to be reported to the Child Protection designated teacher as soon as possible. This includes illegal activities witnessed by a child and disclosed to a member of staff.
- “Confidentiality” also refers to protecting the information we hold about the pupils in this school and their families. All staff will endeavour to maintain confidentiality when appropriate, for example by considering the conversations they have about pupils and their families, the purpose of these conversations and where these take place. All students and parent volunteers will be made aware of this through our Confidentiality Statement (Appendix 1)

### Linked Policies

▪ Acceptable Use	▪ Early Help Offer
▪ Anti-bullying and hate	▪ Health and Safety
▪ Attendance	▪ Relationships and Sex Education
▪ Behaviour	▪ SEND
▪ Complaints Procedure	▪ Safeguarding and Child Protection
	▪ Safer Recruitment and Induction
▪ Curriculum	▪ Staff code of Conduct
▪ E-Safety (online safety)	▪ Whistleblowing



## Hatherley Infant School Staff and Volunteer Confidentiality Statement

Staff and volunteer conversations are often about school, individual children and their families.

**We recognise that such conversations should be regarded as confidential.**

Similarly, the work, progress and behaviour of individual children is a matter for the teacher, the child and the parents/guardians of the child.

Small incidents which are dealt with in school, will end there. More serious incidents will be discussed, **in confidence**, with parents.

At Hatherley Infant School we understand the need for confidentiality on school matters.

### **How we are meeting these objectives:**

- The Confidentiality Statement will be displayed in the Staff Room, School Office and Headteacher's Office
- All staff working at Hatherley Infant School will be made aware of the contents of this policy and its contents
- All parents will be made aware of this policy and its contents
- All external agencies working in school will be made aware of this policy and its contents.



## STAFF CONFIDENTIALITY AGREEMENT

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

**I am in agreement that: -**

- all personal information regarding pupils or school personnel is confidential and will be kept so;
- all school personnel will abide by a strict code of the highest professional and ethical standards in order to safeguard confidentiality of all practices and information held within the school;
- the Head teacher is responsible for taking action if a member of staff or parental helper is identified to having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff;

I, \_\_\_\_\_, am in agreement with the above and agree that I will treat all information received in the strictest confidence and will not divulge any information to parents or others outside the school.

Signed	Date Agreed