

Confidentiality Policy

OUR SCHOOL VISION

At Haresfield Church of England Primary School we want everyone to know that they are unique, special and worthy in the sight of God and to “Aim High”. To be the very best that they can be.

We strive to achieve this through our Christian values rooted curriculum. By working together to learn what God wants for each of us, we offer an ambitious, creative curriculum in which we help each child to flourish and grow. We endeavour to provide the children in our care with a passion for learning and to appreciate the wonder of our world. When they leave our school, our aim is to ensure they have the key skills ready to cope with life at whatever level they are. The school is supported by an effective partnership with parents and the community.

Aims:

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. This policy aims to set out guidelines for responding to such situations.

Objectives:

- To ensure that staff, parents and pupils understand what will happen if these situations occur.
- To define ‘confidentiality’.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by ‘confidentiality’ at Haresfield School.
- To ensure that 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 PHSCE, Drug Education and RSE. However it also covers all situations both in and outside the classroom.

- ‘Ground Rules’ will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):
 - We will respect each other’s views
 - We will listen carefully to one another
 - No put-downs!
 - We don’t name names
 - Wait your turn to speak
 - Think about other people’s feelings before you speak
 - You can pass until you are ready to speak
 - Speak positively to and about each other

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, we will add another rule which is that:

- Whatever we talk about in this lesson will stay between us. No gossiping in the playground!
- Following the guidance in our Safeguarding Children 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 that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated in our Safeguarding Children policy.
- In the following circumstances we will always break confidentiality:
 - Life and immediate risk
 - Prevention of terrorism
 - A third party is at risk of abuse or neglect
 - When you have been subpoenaed to a Court of Law
- Following a disclosure:
 - Agree with the child who you will talk to and what you will say
 - How you will continue to support them through the process
- 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 pupils and helpers at the school will be made aware of this through our Confidentiality Statement (see below).

We are a Rights Respecting School and therefore we recognise that all people have the same rights to confidentiality regardless of gender, race, age, disability, religion, sexual orientation etc.

Other Policies linked to this policy

Child Protection Policy
Anti-Bullying Policy
Racial Equality and cultural Diversity Policy
Staff Handbook
Behaviour Policy
Acceptable Use Policy
Online safety Policy

Date: September 2025

Signed

Date to be reviewed: Autumn 2026

Confidentiality Statement:

Teachers talk about their job constantly. Conversations at breaks and lunchtimes are often about school, individual children and their families.

We ask that such conversations are regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter of fact for the teacher, the child and the parents of the child. Any comments made by staff about a child, or an incident at school may be misinterpreted and lead to misunderstandings.

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

We feel sure you will understand the need for such confidentiality on school matters. As a helper in the school we ask that you respect confidentiality on such matters to avoid misunderstandings and upset.

Thank you for your cooperation!

Confidentiality statement for working with other agencies (Social Services, Health etc.):

During work with other professionals and agencies, exchange of information will be regarded as highly confidential and will only be shared on a need to know basis and with the permission of the professional/agency involved, using any appropriate guidance.

Confidentiality statement for pupil records:

The content of pupil's records will be regarded as confidential and will only be shared on a need to know basis and within the scope of the school's published "Data Protection Policy."

Confidentiality statement for disclosures of a sensitive nature:

Following the guidance contained within our "Safeguarding Children and Drug Education Policies," where information of a confidential nature is disclosed, this must be treated seriously and sensitively. However, under no circumstances must a promise be made that you will not tell anyone else. Instead explain that in order to help, you may need to talk to other people. All cases will be treated individually and appropriate action taken.

How we are meeting these objectives:

- All staff working at Haresfield School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- All parents and helpers will be made aware of this policy and its contents.
- All external agencies working in school to deliver elements of PSHE will be made aware of this policy and its contents. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.