



Stonehouse Park
Infant School

CONFIDENTIALITY POLICY

The BEST start for every child so every child can be the BEST they can be.
Confidentiality Policy

(This policy should be read in conjunction with Safeguarding, Equal Opportunity, Information Security, Staff Code of Conduct & Staff Grievance policies)

Updated: January 2021

Ratified by Governors: March 2021

Review Date: January 2022

Our Vision Statement

For every child to set out confidently on the adventure of learning: curious about the world, excited about their future, positive of their ability and caring towards other people.

Our Aims:

Curious about the world

□ To promote awareness and understanding of other cultures. □ To develop the children's motivation, discovering their special interests and talents. □ To introduce children to a wide range of new experiences, ideas and activities. □ To encourage the children to ask questions about the world, talk about their ideas and express their opinions.

Excited about their future

□ To make children excited about learning and eager to move on to the next stage of their learning. □ To help children to look beyond their immediate surroundings and their own personal circumstances. □ To shape a curriculum which will develop the knowledge and skills that children will need to meet the challenges of their future lives. □ To involve children in problem solving and develop their capacity to be active citizens

Positive of their ability

□ To help children to reach the highest levels of achievement in all they do. □ To demonstrate to all children that they are able to learn and that they can succeed. □ To provide the highest quality of teaching for all children and to meet every child's individual needs. □ To develop children's awareness of their own learning and the value of resilience, perseverance and dedication.

Caring of other people

□ To develop sensitivity to the feelings and concerns of other people. □ To demonstrate compassion, respect for others and develop a moral understanding. □ To learn how to co-operate and work with other people.

AIMS

When staff 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 and nursery. □ To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Stonehouse Park Infant 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 and nursery.

GUIDELINES FOR PRACTICE:

This policy is particularly relevant to the teaching of CPSHE, Drug Education and SRE. However it also covers all situations both in and outside the classroom/ playrooms.

□ 'Ground Rules' will be made explicit 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 or talk about things that are very personal to us. If staff think that someone has said something that makes them think they are being hurt in some way or are not safe, they will have to talk to someone else about it.

When the learning session is tackling particularly sensitive matters such as relationships or health education, we will add another rule that:

'Whatever we talk about in this session will stay between us. No gossiping in the playground!'

□ Following the guidance in our 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 that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated in our Child Protection Policy.

In the following circumstances we are will always break confidentiality:

□ Threat to the life of or immediate risk to the child. □ 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

'Confidentiality' also refers to protecting the information we hold about the children in this school and nursery and their families. All staff will endeavour to maintain confidentiality when appropriate, for example by considering the conversations they have about children and their families, the purpose of these conversations and where these take place. All students and helpers at the school will be made aware of this through our Confidentiality Statement (see below).

CONFIDENTIALITY STATEMENT:

Staff talk about their job constantly. Conversations at breaks and lunchtimes are often about nursery/ 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 member of staff, the child and the parents of the child. Any comments made by students or volunteers about a child, or an incident at school and nursery may be misinterpreted and lead to misunderstandings. Small incidents are dealt with in school and nursery 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 and nursery matters. As a student/helper in the school or nursery we ask that you respect confidentiality on such matters to avoid misunderstandings and upset Thank you for your co-operation!

How we meet these objectives:

All staff working at Stonehouse Park Infant School will be made aware of the contents of this policy and the implications of it for their everyday practice. All parents will be made aware of this policy and its contents. All external agencies working in school to deliver elements of CPSHE 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.