



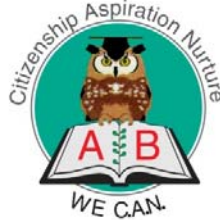
Albert Bradbeer Primary Academy

Confidentiality Policy

Dated – Spring 2016

For review in Spring 2017

Albert Bradbeer Primary Academy



School confidentiality policy.

This policy will be shared with all interested parties both in school and in the wider community and will apply to all staff, visitors and volunteers to the school except where they are working explicitly under their own professional guidelines. The school will only in exceptional circumstances handle information without parental knowledge.

Background information.

Albert Bradbeer Primary is a mixed gender, mixed ability and multi ethnic 4 - 11 school in the south of Birmingham. Pupils are drawn from a wide catchment area. The school has 21.5% of pupils identified as having Special educational needs and 49.5% are eligible for Free School Meals.

This policy has been developed through consultation with staff and governors.

Rational

At Albert Bradbeer we wish to create an atmosphere where pupils feel able to speak to staff. In order to support staff, pupils, visitors and volunteers it is important to have a clear and explicit policy on confidentiality so that all parties involved are aware of the boundaries and legal frameworks to which they have to adhere. The school at all times puts the safety and welfare of the child first and any issue will be referred to the school's designated Senior person for Child Protection (DSP) if necessary. This policy is in

effect for all situations inside and outside the classroom. It will underpin other school policies such as SRE (Sex and relationships) and Drug education and Drug related Incidents policies.

Definition of Confidentiality

For the purpose of this policy the following definition of confidentiality will apply:

“discretion in keeping private information”.

Staff, visitors and volunteers responsibilities

All people working with children or young people in this school will:

- Have the best interest of the pupil at heart at all times
- Use distancing techniques and ground rules in lessons in order to try to avoid situations that may encourage disclosures
- At the outset inform pupils that they cannot offer complete confidentiality in certain circumstances
- Inform pupils wishing to make a disclosure, or who has inadvertently made a disclosure, that they may share this information with another member of staff and as far as possible tell the pupil the name of the person with whom they will share the information
- At all times abide by the school's child protection policy
- Encourage pupils where appropriate to talk with parents/carers
- Be duty bound to act appropriately upon information not directly given to them.

Principles for referral

1. There is a statutory duty to report child protection issues
2. If in doubt tell the designated Senior Person for Child Protection
3. Visitors to the school should be made aware of the DSP when they arrive in school.

Principles of working with pupils

1. It will be made clear to pupils the limits of confidentiality that they can be offered
2. If confidence is broken, the pupil will be told first
3. Pupils will be told with whom the information will be shared
4. Pupils will be encouraged where appropriate to talk with parents or carers about their issues.

Ground Rules

In order to create the right sort of learning environment and to help safeguard people's rights to confidentiality it is best to establish a clear set of ground rules to work within the classroom. Ground rules will enable sensitive or controversial issues to be explored in a way that can minimise the risks of inappropriate disclosures being made.

Any ground rules should be a working document, so that rules can be added or modified as situations arise. When initially setting out to formulate some ground rules for a group the overriding question that needs to be asked is

"What do we need to do to create a safe environment for everyone to work in and what behaviour will show this?"

As adults we are usually aware of the standards and behaviour required to fulfil the requirements of agreed ground rules. This may not be the case for all pupils and it is important to spend time to talk about how we demonstrate respect, honesty, trust, empathy, encouragement and value. Pupils, staff and visitors need to be clear about what is meant by confidentiality and its limits within school.

Other areas of concern

If a member of staff, visitor or volunteer becomes aware of concerns about a member of staff they should consult the head teacher.

This policy will be reviewed annually by the Governing Body.