



Northgate Primary School

Confidentiality Procedures

Northgate Primary School respects everyone's right to privacy. Everyone in our school is expected to work within the following guidelines. Care and due consideration is taken over decisions to break confidentiality.

To ensure that all staff are aware of current information in terms of confidentiality, code of conduct etc, the Code of Conduct is reissued on different coloured paper when changes are made and all staff are asked to complete a new form.

Practice

Personal Disclosures

Any disclosures of sexual activity at a primary school are automatically a child protection issue and CP procedures will be followed (see CP policy).

Upon a child disclosing information staff will discuss the information with the child protection officer. The child protection officer will make the decision as to whether the disclosure will lead to the initiation of CP procedures.

Having to break confidentiality

When confidentiality has to be broken because someone may be at risk from harm children are told:

- when the information has been passed on
- what will be done with the information
- who the information is given to alleviate their fears about everyone knowing

We will inform the police of any illegal activity. The Head Teacher will always be informed immediately.

Confidentiality in the Classroom

When situations and issues are discussed depersonalisation techniques are used (e.g. collecting group ideas, using case studies) so that issues can be explored without personal information being disclosed.

Ground rules during class circle times make it clear to pupils that personal questions or disclosures are inappropriate at this time. A time will be set aside to discuss any such issues 1:1.

All staff are aware that they should not pass on information about children or their parents/carers indiscriminately.

Other Professionals working in school

Other professionals work within their own codes of confidentiality when they deliver services to individual children.

Adults in school are made aware of the Whistleblowing Policy which is available in the staff room for everyone to use as necessary.

Data Protection

Staff are asked to be aware of the data protection act when writing reports. Staff do not leave confidential information on home computers (encrypted memory stick provided). Staff should operate a blank screen policy on computer equipment in use in school.

Dissemination

Parents are made aware of confidentiality and child protection issues through our school brochure.

This policy will be stored as an appendix to the PSHE policy and can be found in the school policy file.

Staff will make children aware, at the earliest opportunity, that they cannot offer complete confidentiality – and that they will need to tell someone else if they deem that the child or someone else is at risk from harm.

Looked After Children/EAL (English as an Additional Language)/SEND (Special Educational Needs and Disability)

No child who qualifies under one of the above headings will be discriminated against. These extra needs will be taken into account and consideration be given on an individual basis (through IEP, PEP, PSP, BSP).

Northgate Primary School Confidentiality Procedures

Agreed by Staff: November 2018

Agreed by Governors: November 2018

Review Date: Annually

Chair of Governors