



CONFIDENTIALITY POLICY

RATIONALE:

At Torpoint Nursery and Infant School we believe that:

- The safety, well-being and protection of our children are the paramount consideration in all decisions staff at this school make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our children's well-being and safety.
- It is an essential part of the ethos of our school that trust is established to enable children, staff and parents/carers to feel confident to seek help both within and outside the school. To achieve this we will endeavour to minimise the number of situations where personal information is shared to ensure both children and staff are supported and safe.
- Children, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns, including sex and relationships.
- The school's attitude to confidentiality is easily understood and everyone should be able to trust the boundaries of confidentiality operating within the school.
- Issues concerning personal information including sex and relationships and other personal matters can arise at any time.
- Everyone in the school community needs to know that no-one can offer absolute confidentiality.
- Everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to about any health, sex and relationship or other personal issue they want to discuss.



DEFINITION OF CONFIDENTIALITY

Confidentiality is defined as '*something which is spoken or given in private, entrusted with another's secret affairs*'. The confider is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the content of his or her conversation completely secret and discuss it with no-one. In practise there are few circumstances where absolute confidentiality is offered in our school. We strive to strike a balance between ensuring the safety, well-being and protection of our children and staff, ensuring there is an ethos of trust where children and staff can ask for help when they need it and ensuring that when it is essential to share personal information, including child protection issues, statutory requirements and good practise are followed. This means that in most cases what is offered is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues, but the confider would not be identified except in certain circumstances. Staff should make it clear that there are limits to confidentiality at the beginning of the conversation. These limits relate to ensuring children's safety and well-being. The child will be informed when a confidence has to be broken for this reason and be involved in the information sharing. Different levels of confidentiality are appropriate for different circumstances:

1. In the classroom

As a Nursery and Infant School the following is unlikely to be the case where learning of a sensitive nature is given by a member of teaching staff or an outside visitor including health professionals, careful thought needs to be given to the content of the lesson setting the climate and establishing ground rules to ensure confidential disclosures are not made. It should be made clear to children that this is not the time or place to disclose confidential personal information. When a health professional is contributing to a school's health education programme in a classroom setting, they are working with the same boundaries of confidentiality as a teacher.

2. One-to-one disclosures to members of school staff

It is essential all members of staff know the limits of the confidentiality they can offer to both children and parents/carers. Any required actions and sources of further support or help available are quickly identified for both for the child or parent/carer, within the school and from other agencies where appropriate. All staff at this school will encourage children to discuss different issues with their parents or carers and vice versa. However, the needs of the child are paramount and the school staff will not share information about the child with his/her parents/carers if this would put the



child at risk. Child protection protocols and procedures are always followed in these circumstances.

Teaching Staff

The safety, well-being and protection of the children are the paramount consideration in all decisions staff at this school make about confidentiality. All teachers at this school receive Level 1 and Level 2 training in child protection as part of their induction to this school and are expected to follow the school's child protection and safeguarding policy and procedures. All matters of concern should be reported to one of the designated child protection officers as soon as possible.

Visitors and non-teaching staff

At Torpoint Nursery and Infant school we expect all non-teaching staff to report any disclosures by children or parents/carers of a concerning nature to a Designated Safeguarding Lead (DSL) as soon as possible after the disclosure and in an appropriate setting, so others cannot over hear. The DSL will decide what, if any, further action needs to be taken.

Parents/carers

Torpoint Nursery and Infant School believes that it is essential to work in partnership with parents and carers and we endeavour to keep parents/carers aware of their child's progress at school, including any concerns about their progress or behaviour.

Complex Cases

Where there are areas of doubt about the sharing of information, Torpoint Nursery and Infant school will consult with the local safeguarding team.

Support for Staff

Staff may have support needs themselves in dealing with some of the personal issues of our children. At Torpoint Nursery and Infant school we prefer staff to ask for help rather than risk possibly making a poor decision because they don't have all the facts or the necessary training, or taking worries about children home with them.



Storage of personal information

All confidential information for staff and children is stored centrally in the locked filing cabinet in the Head teacher's office. Information stored is deemed to be essential and is passed on or destroyed in line with current policies and procedures and the data protection act. As a school we follow the advice and guidance from the Government relating to GDPR and Steph Lock is the lead for this within our school.

Nominated DSL's

Steph Lock (DSL)

Dani Kellond (DDSL)

Gail Palmer (DDSL)

Claire Westall (DDSL)

Date Policy Reviewed: September 2020.

To be reviewed: October 2021.