

## Ranvilles Junior School Confidentiality Policy

### 1. ACCESSIBILITY

This policy is available in large print or Braille.  
Please contact the school office who will be happy  
to arrange this for you.

### 2. PURPOSE OF POLICY

To clarify to parents, pupils and staff the levels of confidentiality that can be offered in  
different circumstances in relation to the school and its stakeholders.

### 3. APPROVAL

Approval date: 22<sup>nd</sup> May 2019

Date for next review: May 2022

### 4. INTRODUCTION

The school prioritises its Child Protection Policy for the wellbeing of all children and recognises that a Confidentiality Policy will also benefit stakeholders. In order to maintain a positive and healthy attitude to learning and wellbeing in school, staff will facilitate opportunities for children to discuss issues and will do so following the guidance and structure identified in the Child Protection Policy. Confidentiality is extended to parents, families and staff as appropriate to meet the needs of the child.

## **5. REFERENCES**

- Child Protection Policy
- Fraser Guidelines
- Professional code of practice for school nurses and health staff
- P.S.H.E. curriculum
- Relationships and Sex Education Policy
- Behaviour for Learning Policy
- Health and Safety Policy

## **6. CONTENT**

All stakeholders in the school and its community are valued and have the right to be supported by professionals.

### **6.1 Confidentiality and Pupils**

Staff will support pupils and maintain professional boundaries in a constructive and sensitive manner in order to resolve concerns. Staff will not offer unconditional confidentiality and will make this clear to the children. Staff will communicate with the Designated Safeguarding Lead and Child Protection Liaison Officers as appropriate following procedures outlined in the Child Protection Policy.

### **6.2 Confidentiality and Health**

The Government has recognised that for some young people, unless they are able to speak to someone confidentially away from their family, their health and well-being can be at great risk. Health services (including doctors and our school nurse) can offer confidential health services (including contraception) to pupils under the age of 16, providing they follow the Fraser Guidelines which require:

- The young person understands the advice and has sufficient maturity to appreciate what is involved in terms of verbal, legal, social and emotional implications for themselves
- They cannot be persuaded to tell their parents/carers, or allow them to be informed
- (If appropriate) they are likely to begin or continue having sex
- The young person's physical or mental health is likely to suffer unless they receive advice or treatment
- It is in the young person's best interests to give advice or treatment

The requirement to offer a confidential service is within the professional code of practice for school nurses and other health service staff. The Government has also

signed up to international legislation and charters which entitle young people to access health services. However, health professionals, like everyone else, must inform appropriate services if they become aware of a child protection issue in discussions with a young person.

### **6.3 Confidentiality and Families**

The school recognises that sometimes there may be family issues which might affect a pupil and which the family will only disclose if they can be assured the information will be treated confidentially. The school will respect the wishes of the family and where it is felt necessary to share the information given to us, this will be discussed with the parent first, unless a pupil is considered to be at immediate risk and/or there is an overriding child protection concern.

### **6.4 Confidentiality and Staff**

Staff can expect personal situations and health issues to remain confidential unless:

- It impinges on their terms and conditions of contract
- It endangers pupils or other members of staff
- There is a legal obligation to disclose such information
- It is necessary for legal proceedings

### **6.5 Governors' Meetings**

Governors will not divulge details about individuals discussed in meetings (be they staff, families or individual children) to any person outside of the meeting.

Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. Governors will observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children or parents/carers. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based will be confidential.