



Student & School Staff Confidentiality

Policy Guidance

What is presented below is guidance based upon the principles of good practice set out in the Sex and Relationship Education Guidance - DfEE July 2000, Kirklees ACPC Child Protection Procedures (2005), Working Together To safeguard Children (2006) and Confidentiality in Schools, Sheila White, Brook Advisory Centres publication (2001)

What Are Schools Required To Do?

- The ACPC Procedures have to be followed by all who work with young people.
- It is essential that senior staff and child protection co-ordinators familiarise themselves with the new ACPC Procedures (2005).
- All staff should have personal copies of the relevant Quick Guides. The guides can be found at the front of their ACPC Procedures File (2005).

Good Practice

It is strongly recommended that schools have policy guidance and procedures for student and staff confidentiality. There is no statutory requirement to have such guidance and procedure

Background and Context

A brief description of the type of school and the nature of the community it serves This may include the age range, cultural, ethnic and social mix of the school and its community. The school may set out here its commitment to the general health and well-being of its student.

The Aims of PSHCE Education

It may be appropriate here to link the aims of this policy to the aims of the school and the broad aims of the new Secondary Curriculum. The following could be adapted to fit the needs of the school:

- The policy supports procedures for child protection set out in the Kirklees ACPC Child Protection Procedures (2005).
- To ensure that anyone working in the school is aware of the boundaries of their legal and professional responsibilities towards students
- The policy establishes a common understanding of what is meant by confidentiality and its limits throughout the school.
- The policy establishes a common understanding on issues of confidentiality between parents/guardians and the school.
- The policy guides the work of other professionals working in the school.
- Common understanding on issues of confidentiality (many of which may have little to do with abusive or illegal situations) should remove uncertainty and inconsistency.



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How Will The Aims Be Achieved

Statement explaining how this policy relates to other policies, e.g.

- Positive Behaviour Policy
- Home School Links Policy
- Relationships and Sexual Health Education Policy
- Drug Related Incidents Policy & Procedure

The Needs of Students

- The policy is tailored to the age, emotional maturity, cultural and social needs of the students.
- The policy is supported by the formal and informal learning that takes place in the school. Learning opportunities are in place to develop the skills and confidence of students to identify situations where they may need support or advice and possible ways to access it.
- Students have a right to privacy and mutual respect.
- Statement to explain how students are made aware of the policy and procedures. Does the school involve students in developing the policy and procedures?

School Staff

- All staff working in the school are made aware of the policy and procedures. Does the school involve all staff in discussion about the policy?
- All staff working in the school have personal copies of the relevant Quick Guides taken from the Kirklees ACPC Procedures File (2005).
- Name of the school child protection co-ordinator.
- Any concerns about child protection issues must be reported to the child protection co-ordinator
- Statement explaining that staff should never give an absolute guarantee of confidentiality to a student.
- All staff should have a copy of the policy.

There are no statutory requirements for schools around issues of confidentiality and as such no statutory requirement to always inform parents/guardian. Clear guidance will have to be given here about what the school expects staff to do in given situations. It is suggested that you keep directions about reporting to parents/guardians as flexible as possible

- Who has access to information about a student - who needs to know in the school?
- How will the school ensure that the appropriate people have information?
- Statement explaining that staff should ask other colleagues for support and advice. Staff should not be left in a situation of having a difficult issue to deal with alone.
- Staff should feel confident that they will be supported by the Headteacher & Governing Body.

