



Lees Hill C of E Primary School

Confidentiality Policy

POLICY ADOPTED BY FULL GOVERNING BODY: May 2019

Name: Mike Brown

Position: Chair of Governors

Next Review Date: May 2020

Aims and Objectives

This policy is an integral part of ensuring that Lees Hill CE Primary School provides a safe environment where individuals are treated with respect. The main reasons for producing this policy are:

- to comply with legislation
- to provide practical guidelines
- to protect children and adults associated with Lees Hill Primary School
- to detail the basic standards that volunteers, staff and governors should adhere to, and which can be incorporated as part of normal working practice

Legal Context

The Human Rights Act 1998 guarantees respect for a person's private and family life, home and correspondence.

The Data Protection Act 1998 and 2018 (DPA) concerns personal information, which includes facts and opinions about an individual which might identify them. The DPA ensures that information held about any person cannot be used for purposes other than those for which it was originally supplied, without the person's consent. Exceptions to these Acts are allowed where this is necessary to protect a vulnerable person from harm. Some restricted and specific areas of legislation over-ride the Human Rights Act and the Data Protection Act, for example in the area of suspected terrorist activity or over specific safeguarding concerns.

Role of Staff and Adults other than Teachers (AOTT)

Lees Hill CE Primary School offers confidentiality within legal parameters. Any sensitive information given will not be passed on except in very rare circumstances where this is necessary to protect a vulnerable person from harm, or to comply with the law. In such circumstances, the information will only be passed on as permitted within this policy. Wherever possible and appropriate the person will be informed that this action has been taken.

Lees Hill CE Primary School can offer confidential advice. This means that usually, anything told to an adult in school will be kept private. However, sometimes the adult will need to consult with the Headteacher and the Headteacher may decide extend the confidence to the other school staff if and only if this is in the interests of the child.

Very rarely school staff may have to 'break confidentiality' – this means telling someone in a position of authority beyond the school. We only do this if we suspect someone is in danger and/or needs help. In this situation only the people who need to know will be told sensitive information.

Pupil/parent/staff concerns should not be discussed in any out-of-work context.

No personal details of any member of staff, parent or volunteer will be disclosed without their agreement.

Exceptions to Confidentiality

The only exceptions to complete confidentiality are when:

- A situation is described which raises concerns about the safety of a child or vulnerable adult.
- Information is disclosed about an alleged crime or that an alleged crime is going to happen.

In the case of concerns about a child or vulnerable adult in immediate danger, or an enquirer who is in immediate danger themselves call the police by dialling 999 immediately.

In all other cases of concerns about children or vulnerable adults, the staff member AOTT **must immediately** contact the designated Child Protection Officer; Mrs J Dalgleish, Headteacher, Tel: 016977 2577, the 2nd designated Child Protection Officer; Mrs Fiona Stobbart, Teacher, Tel: 016977 2577 or the 3rd designated Child Protection Officer; Mrs Lynn Rooney, Teacher, Tel 016977 2577 in the Headteacher's absence or their local safeguarding children's board and explain the information they have received and follow the advice they are given.

Any information about any crime or criminal activity must be passed on to the police. In an emergency situation, the volunteer should contact the police and then notify the Headteacher as soon as possible. In all other situations the Headteacher should be notified first that an outside service will be contacted, giving details of the situation without identifying information unless absolutely necessary.

Unauthorised Breaches of Confidentiality

Staff in breach of these guidelines by communication, dissemination or solicitation of non-essential and/or identifying information about current or former pupils, staff, volunteers, governors or enquirers in any way other than authorised above may be subject to disciplinary procedures.

Volunteers in breach of these guidelines by communication, dissemination or solicitation of non-essential and/or identifying information about current or former pupils, staff, volunteers, governors or enquirers in any way other than authorised above may be asked to cease their volunteer role at Lees Hill CE Primary School.

Role of Parents

Parents should know that staff and adults in school will always put the needs of children first and foremost and follow the guidelines identified within this policy.

Role of Pupils

Pupils should be reassured that their best interests will be maintained at all times. They are expected to respect and use the agreed ground rules in lessons. They are encouraged to talk to their parents or carers and are given support to do so.

Pupils should understand that teachers cannot offer unconditional confidentiality. If confidentiality has to be broken, they will be informed first and then supported as appropriate. All pupils are informed of sources of confidential help, for example, the school nurse, child line, GP or local young person's advice service.

Role of Headteacher

The Headteacher will ensure that all volunteers, staff and governors are aware of this policy. Teachers and AOTT should be aware of the remit and contact details for the Headteacher to whom they should report any concerns regarding confidentiality.

Role of Governors

Governors are legally responsible for all the activities of Lees Hill school staff and volunteers and may ask for information at any time to ensure that agreed policies are being implemented. Governors are not entitled to an individual's personal information.

Monitoring and Review

This policy will be reviewed annually, or sooner if required, by the Governing Body.

