



King David Primary School

Confidentiality Policy

Dissemination

This policy will be shared with all interested parties both in the school and in the wider community and will apply to all staff, visitors and volunteers to the school except where they are working explicitly under their own professional guidelines. The school will only in exceptional circumstances handle information without parental knowledge.

Rationale

At King David School we wish to create an atmosphere where pupils feel able to speak to staff. In order to support staff, pupils, visitors and volunteers it is important to have a clear and explicit policy on confidentiality so that all parties involved are aware of the boundaries and legal frameworks to which they have to adhere. The school at all times puts the safety and welfare of the child first and any issue will be referred to the school's Designated Safeguarding Lead (DSL) if necessary. This policy is in effect for all situations inside and outside of the classroom. It will underpin other school policies such as the SRE (Sex and Relationship) and Drug Education (inc. Management of Drug Incidents) policies.

Definition of Confidentiality

For the purpose of this policy the following definition of confidentiality will apply:
"discretion in keeping private information".

Staff, visitors and volunteers responsibilities

All people working with children or young people in this school will:

- have the best interest of the pupil at heart at all times,
- use distancing techniques and ground rules in lessons in order to try to avoid situations that may encourage disclosures,
- at the outset inform pupils that they cannot offer complete confidentiality in certain circumstances,
- inform any pupil wishing to make a disclosure, or who has inadvertently made a disclosure, that they may have to share the information with another member of staff and as far as possible tell the pupil the name of the person with whom they will share the information,
- at all times abide by the school's Child Protection Policy,
- encourage pupils where appropriate to talk with parents/carers,
- be duty bound to act appropriately upon information not directly given to them.

Principles for referral

1. There is a statutory duty to report child protection issues.
2. If in doubt tell the DSL.
3. Visitors to the school should be made aware of the DSL when they arrive at the school.

Principles of working with pupils

1. It will be made clear to pupils the limits of confidentiality that they can be offered.
2. If confidence is to be broken, the pupil will be told first.
3. Pupils will be told with whom the information will be shared.
4. Pupils will be encouraged where appropriate to talk with parents or carers about their issues.

Ground Rules

In order to create the right sort of learning environment and to help safeguard people's rights to confidentiality it is best to establish a clear set of ground rules to work within whilst in the

classroom. Ground rules will enable sensitive or controversial issues to be explored in a way that can minimise the risks of inappropriate disclosures being made.

Any set of ground rules should be a working document, so that rules can be added or modified as situations arise. When initially setting out to formulate some ground rules for a group the overriding question that needs to be asked is:

“What do we need to do to create a safe environment for everyone to work in and what behaviour will show this?”

As adults we are usually aware of the standards and behaviour required to fulfil the requirements of agreed ground rules. This may not be the case for all pupils and it is important to spend time to talk about how we demonstrate respect, honesty, trust, empathy, encouragement and value. Pupils, staff and visitors need to be clear about what is meant by confidentiality and its limits within a school.

A set of ground rules will help teachers create a safe environment in which they do not feel embarrassed or anxious about unintended or unexpected questions or comments from pupils.

Examples of ground rules include:

- Value everyone’s contribution
- Don’t feel pressurised to contribute
- If you wish to contribute do not use other people’s experiences as an example
- Keep a sense of humour – laugh with someone not at them
- Listen to views and opinions
- No-one will have to answer a personal question
- Make sure you are aware of what you are saying and its possible implications
- No-one will be forced to take part in a discussion
- Only the correct (anatomical) name will be used for the body
- Meanings of words will be explained in a sensible and factual way
- Not everyone is the same and shouldn’t try to be the same.

Appendix 1

Caldicott Principles

The Caldicott report was developed in 1977 and made recommendations relating to patient confidentiality. The Caldicott Report set out six key principles that health and social care organisations should use when reviewing its use of client information and the handling of client data.

Principle 1: Justify the purpose(s)

Every proposed use or transfer of personally identifiable information within or from an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by the appropriate guardian.

Principle 2: Do not use personally identifiable information unless it is absolutely necessary.

Personally identifiable information items should not be used unless there is no alternative.

Principle 3: Use the minimum personally identifiable information.

Where the use of personally identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing the ability to identify a person.

Principle 4: Access to personally identifiable information should be on a strict need to know basis.

Only those individuals who need access to personally identifiable information should have access to it.

Principle 5: Everyone should be aware of their responsibilities.

Action should be taken to ensure that those handling personally identifiable information are aware of their responsibilities and obligations to respect patient/client confidentiality.

Principle 6: Understand and comply with the law.

Every use of personally identifiable information must be lawful. Someone in each organisation should be responsible for ensuring that the organisation complies with legal requirements.