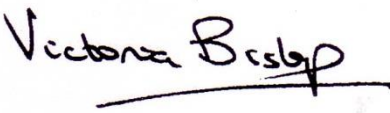




Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



Title	Confidentiality Policy
Reviewed	October 2016
Next Review	October 2019
Associated Policies	Child Protection Policies PHSE Sex and Relationship Drugs Education Bullying Pupils with medical needs
Originator	K Blackett
Approved	



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CONFIDENTIALITY POLICY

The safety and wellbeing and protection of our pupils are the paramount considerations in all decisions staff at this academy make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our pupils well-being and safety.

Guiding Principles

- It is only in exceptional circumstances that the Academy should have to handle information without parental knowledge.
- Teachers cannot offer nor guarantee absolute confidentiality, but are not legally bound to inform parents. Staff are asked to inform the Designated Safeguarding Lead or the CEO of any disclosure.
- Children have a right to expect schools to provide a safe and secure environment. The best interests of our pupils are our prime concern
- Teachers need to be aware that effective sex and relationship education, which brings an understanding of what is and is not acceptable in a relationship, can lead to a disclosure of a child protection issue.
- All staff will undertake induction training in the Academy's Child Protection procedures.
- All staff must report any knowledge or suspicion that a child is a victim of abuse to the Designated Safeguarding Lead or the CEO.
- The Board of Directors have a designed Child Protection Director to oversee Child Protection procedures.

Definition of Confidentiality

"Something" which is spoken in given in private entrusted with another secret affairs". The confider is asking for the content of the conversation to be kept secret. Staff must make it clear that there are limits to confidentiality at the beginning of the conversation. These limits relate to ensuring the child's safety and wellbeing. The pupil will be informed that a confidence has to be broken for this reason and be involved in the information sharing.

Legal Position

Staff should not promise confidentiality. Pupils do not have the right to expect they will not be reported to their parents/carers and may not, in the absence of an explicit promise, assume that information conveyed outside this context is private.

Inappropriate Places and Times

Sometimes disclosures by pupils may take place at an inappropriate place or time. If this happens the teacher should talk to the pupil again individually before the end of the day. Meanwhile the teacher may be able to discuss the issue with an appropriate colleague. If not, the teacher should follow the school's child protection policy.



Children having/contemplating underage sex

The most common attempt by secondary school pupils to obtain a guarantee of confidentiality from a member of staff is where they are having sex, or contemplating it. They should be encouraged to talk to parents/carers, but this is not always possible. Staff should make the pupil aware of the law relating to sex under the age of 16 and refer the matter to Designated Senior Person for further advice. Life Skills lessons also aim to ensure that pupils are aware of the law and physical and emotional factors involved.

Staff should encourage pupils to discuss the matter with their doctor. The law allows health professionals to see and in some cases treat young people confidentially, and part of their approach includes counselling.

Sources of help and advice for pupils

Staff are advised to refer pupils to staff who may be more experienced or have received specialised training. This will vary according to the particular circumstance. Staff are reminded that suitable professionals could be:

1. The designated teacher
2. The School Nurse or other outside agency

Ground Rules in the Classroom

There are basic ground rules:

- no-one (teacher or pupil) will have to answer a personal question;
- no-one will be forced to take part in any discussion;
- only the correct name for body parts will be used; and
- meanings of words will be explained in a sensible and factual way.

Health Professionals

Health professionals are bound by their own professional codes of conduct to maintain confidentiality. They must work within the school policies when working in classroom settings. They should seek to protect privacy and prevent inappropriate personal disclosures in the classroom by negotiating ground rules.

CEO and Board of Directors

The CEO and Board of Directors be kept informed on the working of this policy by the Designated Teacher and the policy will be reviewed as necessary.