

- This policy is underpinned by the shared commitment of all members of the School to ensure the safety and well-being of our community, and to maintain an appropriate educational environment in which all can learn and succeed.
- The policy is intended to be indicative, based on principles of good judgment and effective communication.
- Application, in this and other school policies supports our Mission by directly and indirectly impacting on a wide range of aspects of our community which support *EMOTIONAL HEALTH AND WELL-BEING AND THE PURSUIT OF EXCELLENCE*.

**Reviewed by: Barry Frost (Head teacher)**

**Karen Tait (Governor)**

**Signed:**



**Date:**

**Signed:**

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At Nunnykirk well-being and protection are the paramount consideration in all decisions staff make about confidentiality. The appropriate sharing of information between school staff is an essential in ensuring our pupils well-being and safety.

Staff are clear about the boundaries of confidentiality and confident in ensuring the pupils know that information will only be shared as necessary.

- All staff will receive information about confidentiality during their induction period.
- Where doubt exists regarding confidentiality, staff should check with the DSL (designated safeguarding lead) or contact the SGO (safeguarding officer) in the Local Authority.
- Where staff are affected by information received they should seek help from the DSL in the first instance or approach the head for guidance.
- Everyone needs to know that absolute confidentiality cannot be offered and the reason why.
- Pupils must know who they can talk to about confidential matters.

#### Definition of Confidentiality

- The person confiding is asking for the conversation to be kept secret.
- Anyone offering absolute confidentiality would be offering to keep the content under discussion completely secret and discuss it with no-one else. There are few circumstances where absolute confidentiality would be offered within school.
- We strive to ensure the safety, well being and protection of pupils and staff, ensuring an ethos of trust where pupils can ask to share personal information and know that child protection issues and practice will be followed.
- Staff will make clear that there are boundaries to confidentiality at the beginning of the conversation, and indicate where information must be shared.
- All visitors presenting information to pupils will be made aware of our confidentiality policy and must establish ground rules to ensure that disclosures are not made to them.
- Where a health visitor is involved in school, they must adhere to the same boundaries of confidentiality as a teacher.
- Pupils should be encouraged to share their concerns with their parents, but need to know that if they share within school time, school will not automatically share with a parent unless it is in the pupil's interest to do so.

### Legal Position

- All school staff must not promise confidentiality. Pupils do not have the right to expect they will not be reported to their parents or carers, and should not assume that the information conveyed is private unless it is in their best interest for it to be so.
- The safety and well being is of paramount importance when making decisions about confidentiality.
- Staff are obliged to break confidentiality where child protection issues are concerned.
- In exercising professional judgement the member of staff must be clear about whether the information will be kept confidential.
- Nunnykirk works in partnership with parents and carers and endeavours to keep abreast of a pupil's progress which would include concerns about their behaviour.

### How pupils can access the Childrens' Rights Director and Ofsted

- A list of contacts is displayed by the payphone beside the kitchen. Attention is drawn to this in the Pupil Diaries.
- We are an open school and any pupil asking for such information will be freely provided with this. We also draw attention to this through tutors, assemblies and so on.

### How Pupils can access their own records

- Pupils can at any time ask to see their own personal records and any written information that is held by the school relating to them.
- Those pupils who find reading challenging are able to ask a member of staff at an appropriate time to read their records to them.
- Parents are also able to ask for all documentation relating to their child through a freedom of information request.

This policy links with others, such as Nunnykirk's Child Protection Policy and ICT and Internet Use policy.