

Oaks Park High School

Title of Policy: Confidentiality

Person responsible: J Hamill

Date for review: 2017

1. Aim

To ensure that all members of the school community understand their respective roles in relation to confidentiality.

2. Students

The school will ensure that students:

- know that teachers (and all school staff) cannot offer unconditional confidentiality;
- are reassured that their best interests will be maintained;
- know that if confidentiality has to be broken they will be informed first, then supported as appropriate;
- are encouraged to talk to their parents/carers and provided with the necessary support;
- are informed of alternative sources of confidential help, eg. a school counsellor, GP or local persons' advice centre;
- are given the opportunity to agree ground rules for lessons where sensitive issues may arise. These should be behaviour-focused and implementation should be consistent and rigorous.

3. Parents/Carers

The school will ensure that parents/carers:

- understand the school's policy in relation to confidentiality;
- are made aware of the Borough's Child Protection requirements;
- are encouraged to talk to their children and that opportunities to support them in this are built into school planning.

4. Staff

The school will ensure that staff understand:

- the school's policy in relation to confidentiality;
- that they cannot offer unconditional confidentiality to students;
- the boundaries agreed by the school in relation to sensitive issues;
- the agreed procedure for recording and reporting disclosures and the nature of access to this information;
- their responsibility in maintaining confidentiality, both orally and with written information;
- that the principles of confidentiality of information applies to colleague information as well as student information.

5. Headteacher and Governors

The Headteacher and Governors should monitor:

- disclosures to staff within the agreed boundaries. (If disclosures are frequent, this may point to deficiencies in young people's awareness of, or confidence in, sources of confidential medical advice. This should be addressed in the school's PSHE programme);
- consistency in implementation of the policy, ensuring that boundaries are not being overstepped and new staff receive information about this policy in their induction.

6. Specialist Agency Involvement

- Outside agencies working with the school will work within the agreed framework for agency involvement.
- The agencies which the school use vary from time to time. A list is available from the school.

7. Boundaries

The following has been agreed by school staff:

- If there is any possibility of abuse, the school's Child Protection Procedure should be followed.
- If a student discloses information at an inappropriate time or place, the teacher must communicate the disclosure immediately to the designated Child Protection Officer, using the appropriate Child Protection procedures.
- The designated Child Protection Officer is Mr Manning.

8. Recording, Reporting and Sharing Confidential Information

- The school should agree a process for recording disclosures when a decision has been taken not to share them.
- The school should agree a process for recording disclosures which are available for sharing and agree who has access to this information.
- Information will be shared on a 'need to know' basis.