

Toll Bar Primary School

Confidentiality Policy

We aim to provide emotional and physical protection and welfare for the children in our school. In order to do this the adults working in our school must be clear about their roles and responsibilities in developing and sustaining trusting relationships with our children. They should also be sure of the need for maintaining confidentiality and the circumstances in which an apparent breach of confidentiality is justified.

The role of adults working in our school

All adults working in our school must remember that many things said and done by our children, which raise concerns, often have innocent explanations. **But all concerns, however slight, must be related to the designated teacher for child protection (the Headteacher or Assistant Headteacher).**

We will reassure our children that although we cannot offer them unconditional confidentiality, we always maintain their best interests.

All adults working in our school will encourage children to talk with their parents/carers.

Anything that adults working in our school see or hear while in school should remain confidential to the school.

If an adult who is working in school has concerns about a child, but does not feel they know the child's circumstances well enough to make a judgement about procedure then that adult should discuss their concerns with a member of staff who has a greater knowledge of the child.

Any concerns should be discussed with the designated teacher for child protection (the Head teacher or his absence, the Assistant Heateacher).

When talking about amusing incidents, which have happened in school, we should avoid using names or any details, which would allow anyone else to identify those involved in the incident.

If a parent/carer makes a disclosure in conversation with any adults working in our school, the adult should remember to keep this confidential. If the disclosure raises concerns about the welfare of the child then these concerns should be discussed with the designated teacher for child protection at an appropriate place and time.

Any photographs taken of any of our pupils will not be published without first obtaining consent from each child's parents or carers.

When a telephone caller requests details of a child's personal circumstances we will always, in the first instance, ask for the callers telephone number, without fulfilling the request. Once we have ascertained the validity of the request we will return the call.

The head teacher will make this policy available to any adult working in our school so that they can assist in its implementation.

Please ensure you have signed the acknowledgement sheet to show that you have read, understood and will follow this policy.

Reviewed: September 2009

Next review: September 2010

Please sign this acknowledgement sheet to show that you have read, understood and will follow the Confidentiality policy.

Signed _____

Name _____

Date _____