The scope for this policy is for all adults, volunteers and staff working within our school setting.

Confidentiality during PSHE and Circle time

Aims:

When teachers are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue, it is possible that some children will want to discuss information that is of a personal nature, or may sometimes make disclosures about risky or illegal behaviour. This policy aims to set out guidelines for responding to such situations.

Objectives:

- To ensure that staff, parents/carers and pupils understand what will happen if these situations occur.
- To define 'confidentiality'.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Westbury-on-Severn CE Primary School.
- To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

Guidelines for practice:

This policy is particularly relevant to the teaching of PSHCE, Drug Education and SRE. However, it also covers all situations both in and outside the classroom.

1) 'Ground Rules' will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):

- We will treat each other's views with respect and dignity
- We will listen carefully to one another
- No put-downs!
- We don't name names or talk about things that are very personal to us. If I *(the teacher)* think that someone has said something that makes me think they are being hurt in some way or are not safe, I will have to talk to someone else about it.

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, we will add another rule that:

- 'Whatever we talk about in this lesson will stay between us and will not be discussed elsewhere, unless I feel it will make you unsafe or put you at risk of harm.'

2) Following the guidance in our Child Protection policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that you will not tell anyone else. Explain that in order to help, you may need to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated in our Child Protection policy.

- In the following circumstances we will <u>always</u> break confidentiality:
    - Life and immediate risk to the pupil
    - Prevention of terrorism

- A third party is at risk of abuse or neglect
- When you have been subpoenaed to a Court of Law

- Following a disclosure:
  - Agree with the child who you will talk to and what you will say
  - How you will continue to support them through the process

Confidentiality statement for students or helpers in school:

Teachers talk about their job constantly. Conversations at breaks and lunchtimes are often about school and individual children.

- We ask that such conversations are regarded as confidential.

Similarly, the work, progress and behaviour of individual children is a matter for the teacher, the child and the parents of the child. Any comments made by students about a child, or an incident at school, may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in school and should end there. More serious incidents are discussed, ***in confidence,*** with parents.

We feel sure that you will understand the need for such confidentially, on school matters. As a student / helper in school, we ask that you respect confidentiality on such matters, to avoid misunderstandings or upset.

Confidentiality statement for working with other agencies (Social Services,Health etc.):

During work with other professionals and agencies, exchange of information will be regarded as highly confidential and will only be shared on a need to know basis and with the permission of the professional/agency involved, using any appropriate guidance.

Confidentiality statement for pupil records:

The content of pupil's records will be regarded as confidential and will only be shared on a need to know basis and which is inline with the data protection act.

How we are meeting these objectives:

- All staff and volunteer helpers working at Westbury-on-Severn CE Primary School will be made aware of the contents of this policy and the implications of it for their everyday practice.
- All parents and carers will be made aware of this policy through the school newsletter and given a copy if requested
- All external agencies working in school to deliver elements of PSHCE will be made aware of this policy and its contents. When working with the whole class or groups of children, their practice will be covered by this policy. When working with individual children or families, they will be bound by their own professional code of conduct.

Reminder

The Designated Safeguarding Lead for child protection is the Head Teacher.