

Sacred Heart Catholic Primary School



SACRED HEART

Pupil Confidentiality Policy

Approved by the Safeguarding Committee on 7 April 2014

Approved by the Safeguarding Committee on 12 January 2016

This policy and all school policies are produced in accordance with guidance set out in our School Legislation Guidance and Policy document.

All school policies take account of the school's ethos, which is enshrined in our Mission Statement and whole school community Code of Conduct.

MISSION STATEMENT

This is our school

Together we worship

Together we learn

Together we belong

With the love of God,
our dreams and ambitions come true.

CODE of CONDUCT

Whilst at Sacred Heart Catholic Primary School our dreams and ambitions will come true by...

- ✓ Following in Jesus' footsteps
- ✓ Protecting each other and the environment in which we work and play
- ✓ Listening to each other and talking through our problems
- ✓ Trying to take responsibility for our own actions
- ✓ Treating each other how we would like to be treated
- ✓ Understanding that it takes a full team to score many goals

Child Protection Statement

'Our School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment.'

Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment.'

The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.'

Child Protection

Any adult in a paid or voluntary capacity who works at Sacred Heart has responsibility for safeguarding pupils and has a duty to report any child protection concerns to Mr Charles Daniels (Head teacher and Child Protection Officer [CPO]) without delay.

School staff work closely with pupils and are therefore well placed to observe signs of abuse, changes in behaviour or failure to develop. The general role of teachers and all staff in education is to listen to pupils, note carefully any observations which could potentially indicate abuse and then to pass the information onto the CPO.

Any matter involving an allegation against a member of staff **must** be reported directly to the Headteacher.

People responsible for the policy:

Mrs A. O'Connell	Chair of Governors
Miss A Williams	Head teacher
Mrs M Walls	SENCo
Mrs S. Fawcett	PSHE Co-ordinator
Mrs A Edwards	Designated Safeguarding Lead

Introduction

A school is a very public place, where it is generally inappropriate to talk about individual private concerns. However, sometimes through interactions with teachers or taught aspects of the curriculum, there might be times when children may make a disclosure to a member of staff, a visitor or a volunteer. It is important that people know what to do with that information.

Dissemination

This policy will be shared with all interested parties both in the school, parish and in the wider community and will apply to all staff, visitors and volunteers to the school except where they are working explicitly under their own professional guidelines. The school will only in exceptional circumstances handle information without parental knowledge.

Outside health professionals work within the Fraser Guidelines (See Appendix 1). If a school nurse feels that they have to break the confidence of an under 16 year old they will apply the Caldicott Principles (See Appendix 2).

Rationale

At Sacred Heart Catholic Primary School we wish to create an atmosphere where pupils feel able to speak to staff. In order to support staff, pupils, visitors and volunteers it is important to have a clear and explicit policy on confidentiality so that all parties involved are aware of the boundaries and legal frameworks to which they have to adhere. The school at all times puts the safety and welfare of the child first and any issue will be referred to Mr Daniels the school's Designated CPO if necessary. This policy is in effect for all situations inside and outside of the classroom. It will underpin other school policies such as the SRE (Sex and Relationship) and Drug Education and Drug Related Incidents policies.

Definition of Confidentiality

For the purpose of this policy the following definition of confidentiality will apply: "discretion in keeping private information".

Staff, visitors and volunteers responsibilities

All people working with children or young people in this school will:

- have the best interest of the pupil at heart at all times,
 - use distancing techniques and ground rules in lessons in order to try to avoid situations that may encourage disclosures,
 - at the outset inform pupils that they cannot offer complete confidentiality in certain circumstances,
 - Be given a copy of the code of Conduct for Visitors & Volunteers to read and sign.
- inform any pupil wishing to make a disclosure, or who has inadvertently made a disclosure, that they may have to share the information with another member of staff and as far as possible tell the pupil the name of the person with whom they will share the information,
- at all times abide by the school's child protection policy,
 - encourage pupils where appropriate to talk with parents/carers,
 - be duty bound to act appropriately upon information not directly given to them.

Principles for referral

1. There is a statutory duty to report child protection issues.
2. If in doubt tell Mrs Edwards, the designated CPO
3. Visitors to the school should be made aware of the designated CPO when they arrive at the school.

Principles of working with pupils

1. It will be made clear to pupils the limits of confidentiality that they can be offered.
2. If confidence is to be broken, the pupil will be told first.
3. Pupils will be told with whom the information will be shared.
4. Pupils will be encouraged where appropriate to talk with parents or carers about their issues.

Ground Rules

Our Mission Statement, Code of Conduct and Child Protection Statement clearly set out the ethos of Sacred Heart Catholic Primary School. We have therefore established a clear set of ground rules to work within whilst in the school to help safeguard pupil's rights to confidentiality.

Ground rules will enable sensitive or controversial issues to be explored in a way that can minimise the risks of inappropriate disclosures being made. Any set of ground rules should be a working document, so that rules can be added or modified as situations arise. When initially setting out to formulate some ground rules for a group the overriding question that needs to be asked is:

“What do we need to do to create a safe environment for everyone to work in and what behaviour will show this?”

As adults we are usually aware of the standards and behaviour required to fulfil the requirements of agreed ground rules. This may not be the case for all pupils and it is important to spend time to talk about how we demonstrate respect, honesty, trust, empathy, encouragement and value. Pupils, staff, Governors and visitors need to be clear about what is meant by confidentiality and its limits within a school.

A set of ground rules will help teachers create a safe environment in which they do not feel embarrassed or anxious about unintended or unexpected questions or comments from pupils.

Our ground rules are:

- Listen to and value everyone’s views and opinions
- Keep a sense of humour – laugh with someone not at them

- Make sure you are aware of what you are saying and its possible implications
- No-one will be forced to take part in a discussion
- No-one will have to answer a personal question
- If you wish to contribute do not use other people’s experiences as an example

- Meanings of words will be explained in a sensible and factual way
- Only the correct (anatomical) name will be used for the body

- Not everyone is the same and shouldn’t try to be the same.

Appendix 1

Fraser Guidelines

The case of Gillick v West Norfolk and Wisbeach Area Health Authority in 1985 settled the legal position for those working with children aged under 16 years old. During the Gillick case Lord Fraser stated that young people could receive advice or treatment without parental consent, but that key factors should be taken in to account when assessing the young person's maturity to give consent. These are now referred to as the Fraser Guidelines.

The Fraser Guidelines:

1. The young person understands the advice being given.
2. The young person cannot be convinced to involve parents/carers or allow the medical practitioner to do so on their behalf.
3. It is likely that the young person will begin or continue having intercourse with or without treatment/contraception.
4. Unless he or she receives treatment/contraception their physical or mental health (or both) is likely to suffer.
5. The young person's best interests require contraceptive advice, treatment or supplies to be given without parental consent.

The 1985 Fraser guidelines identified doctors as key to this process, but it now accepted practice that the guidelines extend to other health care professionals.

Appendix 2

Caldicott Principles

The Caldicott report was developed in 1977 and made recommendations relating to patient confidentiality. The Caldicott Report set out six key principles that health and social care organisations should use when reviewing its use of client information and the handling of client data.

Principle 1: Justify the purpose(s)

Every proposed use or transfer of personally identifiable information within or from an organisation should be clearly defined and scrutinised, with continuing uses regularly reviewed by the appropriate guardian.

Principle 2: Do not use personally identifiable information unless it is absolutely necessary.

Personally identifiable information items should not be used unless there is no alternative.

Principle 3: Use the minimum personally identifiable information.

Where the use of personally identifiable information is considered to be essential, each individual item of information should be justified with the aim of reducing the ability to identify a person.

Principle 4: Access to personally identifiable information should be on a strict need to know basis.

Only those individuals who need access to personally identifiable information should have access to it.

Principle 5: Everyone should be aware of their responsibilities.

Action should be taken to ensure that those handling personally identifiable information are aware of their responsibilities and obligations to respect patient/client confidentiality.

Principle 6: Understand and comply with the law.

Every use of personally identifiable information must be lawful. Someone in each organisation should be responsible for ensuring that the organisation complies with legal requirements.