



George Fentham Endowed School
Hampton in Arden

POLICY FOR CONFIDENTIALITY

School Aims and Values

The School's Aims are:

- ✓ To serve its pupils by providing an education of the highest quality within the context of Christian belief and practice.
- ✓ To create a learning community where pupils are encouraged to learn in a creative, innovative and challenging way.
- ✓ To provide a rich and varied curriculum that enables all pupils to acquire, develop and apply a broad range of knowledge, understanding and skills.
- ✓ To create a positive school community where everyone is respected and valued.
- ✓ To make learning fun.
- ✓ To work with parents and the local community to strengthen the partnerships of learning.

Aims for Confidentiality

- ✓ This school recognises its legal duty under section 175 Education Act 2002 to work with other agencies in safeguarding children and protecting them from “significant harm.”
- ✓ As a recognised Solihull Healthy School, health and wellbeing is central to our school ethos and curriculum.
- ✓ We are proud of the positive relationships that exist across our school between pupils, staff, governors and parents/carers.
- ✓ We encourage pupils, parents and families to talk to us and we aim to make our school a safe place for them to do so.
- ✓ We actively promote a range of trusted adults, including our Vicar, for pupils to talk to, including promoting with pupils the importance of talking to and seeking support from their parents and families.
- ✓ Sharing information unnecessarily is an erosion of trust. The school is mindful that it is placed in a position of trust by all stakeholders and there is an expectation that a professional approach will be used in all matters of confidentiality.
- ✓ We aim to empower pupils and their families to exercise control over the choices that will affect their life e.g. through determining for themselves how they would like personal / private information (which is not deemed to be a Child Protection issue) to be shared and with whom.
- ✓ Positive experiences of confidentiality within school will promote trust in a range of confidential services, erode barriers to seeking help and encourage pupils and families to access the support that they need when they need it





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Objectives

- ✓ To keep all members of our school community safe.
- ✓ To provide children with opportunities to talk to a range of trusted adults, including our Vicar and providing access to additional children's services such as counselling.
- ✓ To provide consistent messages in school about handling information regarding children, families and staff.
- ✓ To ensure that all members of the school community and visitors are aware of the school's confidentiality policy and procedures.
- ✓ To ensure that safeguarding procedures are followed to ensure the safety and welfare of the child. Please refer to our Child Protection and Safeguarding policies.

Implementation

We use Solihull's Yellow Poster for Visitors; this underpins our whole school community's approach to confidentiality.

The expectation for all members of the school community is that they will:

- ✓ Help us in providing supportive opportunities for pupils to talk;
- ✓ Only talk in a professional manner about pupils and their families;
- ✓ Never promise unconditional confidentiality (keeping a secret) to a pupil;
- ✓ Where other professionals work to their own codes of practice, confidentiality must be clearly explained to pupils from the outset;
- ✓ Where worries exist about a pupil's safety and where there is a need to discuss this with another adult, initial discussions would maintain anonymity. Where this is no longer possible, the pupil would always be informed of the need to share and be appropriately supported;
- ✓ Potential safeguarding issues i.e. risk of significant harm, are always referred to the Designated Safeguarding Lead (DSL)
- ✓ All sensitive information about individual children in particular SEND reports and assessments, social services, medical and personal information is kept in a safe and secure place and is only shared with staff that need to know.
- ✓ The school uses the Solihull MBC Poster: "Flowchart to show the process for handling any confidential information" from the Solihull Confidentiality Guidance (see Staffroom notice board).
- ✓ The school has an open door policy, encouraging parents/carers to talk to staff about any issues of concern, but also making them aware of the possible need to involve other agencies.
- ✓ Photographs of children are not used outside school without parental consent (please see Online Safety Policy for further information).





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- ✓ Information about a child is only shared with their own parents, never with other parents.
- ✓ Governors observe complete confidentiality when asked to do so by the Head Teacher and/or Chair of Governors, following our school policies in this regard.
- ✓ The school follows all Solihull MBC guidelines in regard to safeguarding, including Child Protection and Online Safety.

Jigsaw PSHE:

During Circle Time sessions in class, we follow the Jigsaw Charter:

- ✓ We take turns to speak
- ✓ We use kind and positive words
- ✓ We listen to each other
- ✓ We have the right to pass
- ✓ We only use names when giving compliments or being positive
- ✓ We respect each other's privacy (confidentiality)

Background Documentation

This policy was informed by reference to:

- ✓ Confidentiality Policy Framework for Schools in Solihull
- ✓ Solihull Confidentiality Yellow Poster for Visitors
- ✓ Solihull LSCB Safeguarding Procedures: Information and Confidentiality Protocol (September 2016)
- ✓ Working Together to Safeguard Children (HMI December 2020)
- ✓ What to do if you're worried a child is being abused (HMI March 2015)
- ✓ Keeping Children Safe in Education (DfE 2021)
- ✓ Jigsaw PSHE

The date for review of this policy is autumn 2023

Written by: Alison Edmeades

Approved by Governors: Autumn 2021

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