Wincanton Primary School

Visitors and Parental Guidance on Confidentiality

We have in school a confidentiality policy, the summary of which is detailed below. If you would like further information, please contact the school office.

Our policy aims to:

- Give clear guidance to all members of the school around confidentiality
- Encourage young people to talk to a trusted adult if they are having problems
- Give staff confidence to deal with sensitive issues

Personal Disclosures

If a disclosure takes place in school, the member of staff will talk individually to the pupil before the end of the school day. The member of staff may discuss the issue with an appropriate colleague, to decide on suitable action, without giving the name of the pupil.

Key Points:

- Pupils will be reassured that their best interest will be maintained
- Ground rules are used where sensitive issues are to be discussed
- Staff will not put pressure on pupils to disclose personal information
- Pupils will be informed that staff cannot offer unconditional confidentiality
- Pupils will be reassured that, if confidentiality has to be broken, they will be informed first and then supported appropriately
- Pupils will be informed of sources of confidential help, for example, the school nurse, counsellor, Childline, GP or locality team
- Any personal information will be regarded as private
- If a member of staff receives information that leads them to believe that there is a child protection issue, they will refer the case to Mr Graeme Wilson (Headteacher) or Mrs Kay Carswell (Deputy Headteacher) in his absence
- Pupils will be encouraged to talk to their parents or carers and be given support to do so where ever possible
- Government guidance requires professionals to consult as much as possible with parents about their children when referring to another agency. In general, parents will be asked if they wish to be referred, unless there is any reason to think that obtaining such consent will put the young person at risk

Staff (including health professionals) will not:

- Discuss details of individual cases arising in staff meetings
- Discuss an individual child's behaviour in the presence of another child in school
- Enter into detailed discussion about a child's behaviour with other children or their parents
- Governors, in particular those sitting on Discipline Committees, will not divulge details about individuals to any person outside the meeting

- We expect that parents in school, working as volunteers, or as part of TAPS, will not report cases of poor behaviour or pupil discipline to other parents, but will refer to the class teacher or head teacher. When volunteers, such as parents and friends of the school are working in class, we expect that they will not discuss educational matters outside the classroom
- Matters of Child Protection are made known to staff only on a need to know basis