



CONFIDENTIALITY POLICY

Agreed:	Summer 2016
Frequency of review:	Annual
Next review date:	Summer 2020
Lead:	Personnel Committee

This document has been formulated to provide guidance for all members of the school community and to ensure a consistent approach when dealing with matters of confidentiality.

Children occasionally make personal disclosure to individual teachers (about themselves or others).

Staff are not able to offer children, their parents' or colleagues unconditional confidentiality. It should be made clear to children, families or colleagues that it is necessary to tell someone else (namely the Headteacher). Any action taken following a disclosure by a pupil (or by an adult concerning a pupil) should be taken in the best interests of the child.

Information should not be passed on indiscriminately. At Arnett Hills, the Headteacher should be informed of sensitive information arising in such circumstances. This should be done verbally/notes written down and signed at the earliest opportunity following the disclosure.

Information will be passed on to the appropriate agency where relevant (following Hert's child protection procedures).

In the case of a disclosure indicating illegal activity, the Headteacher will liaise with the school's community police officer.

The school will keep the Governing Body informed of sensitive issues while maintaining the anonymity of those involved.

The school will keep open all channels of communication with parents/ carers.

Other professions which may become involved following a disclosure (eg social services, school nurse) are bound by their own codes of confidentiality.

If you have concerns after the event you should not hesitate to discuss these with the Headteacher.