

<b>Dronfield Henry Fanshawe School</b> 	<b>Policy No:S5</b>	Revision No:	2
		Date Issued:	May 2019
<b>Confidentiality &amp; Handling Sensitive Issues Policy</b>		Committee:	Statutory
		Author:	SLT
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## Purpose

At Dronfield Henry Fanshawe School we want our students to:

- Be motivated and enjoy learning
- Develop a range of skills to equip them for a successful adult life, such as independence and ambition
- Be confident, responsible, happy and feel safe
- Be friendly, respectful, caring and polite
- Experience success every day

In a school:

- That fosters individual talents and abilities in every student
- That has high expectations for itself, its staff and students
- That celebrates success and achievement in all its forms
- That values the role parents and carers play
- That is continually striving to improve

## Ownership

This Confidentiality Policy has been created with the contributions of students, staff, parents, Derbyshire Healthy Schools (NHS) and the Department for School, Children and Families.

## Aims

There are situations in which confidentiality cannot be guaranteed. The types of occasions when confidentiality cannot be guaranteed and the resulting procedures need to be made clear to staff, students and parents/carers.

It is our goal to create a school where our young people, staff, outside agencies and parents/carers are aware of the school's approach towards confidentiality and handling sensitive issues. Success will be measured by the evaluation of qualitative feedback from students and parents/carers.

## Policy

It is this school's policy that staff cannot offer or guarantee absolute confidentiality and will act in accordance with the best interests of the student at all times. This applies to parents/carers as well as students.

Any student or parent/carer with concerns will always be given the opportunity to speak to a member of staff or an appropriate outside agency.

Staff will not be obliged to pass on information about students to their parents/carers. Although where a member of staff believes the student to be at moral or physical risk or in breach of the law they will ensure the student is aware of the risks and then inform parents/carers. If it deemed age

appropriate, parents/carers will not be informed immediately but instead, the student will be encouraged to seek support from their parents/carers and then contact with parents/carers will be made to verify that the student has discussed their sensitive issue with their parent/carer.

Students, parents/carers and staff will be made aware that the school nurse works under the same guidelines of confidentiality as any other medical practitioner which is different from school staff.

This policy is in six parts: Sensitive issues in PSHE; Incident Management (child protection); Working with and referrals to outside agencies; classroom volunteers; monitoring, evaluation and accountability; and linked policies.

### **Sensitive issues in PSHE**

Ground rules for PSHE will be in place. When lessons concerning SRE or Drug Education and Substance Abuse are taught, ground rules for discussion and behaviour will also be confirmed and referred to again in subsequent lessons.

Staff will establish that it is inappropriate to disclose personal information. Ground rules, which ensure students agree not to pressure one another to answer questions about their own experience, also apply to staff. Students will be reassured that the reason for this is in their best interests and these will be maintained in all events.

It will be made clear that although most information can be kept confidential, some may need to be passed on in the student's best interest. However, a student will be informed when this has to happen and what will be done with the information and who has access to it. Students will be encouraged to talk to their parents or carers and be given support to do so.

There may be rare occasions when disclosures from students may take place at an inappropriate time or place. If this happens, the member of staff will talk again individually to the student before the end of the school day. The member of staff will follow the schools confidentiality policy if they feel it would be necessary to discuss the issue raised.

### **Incident Management (see Child Protection)**

If confidentiality has to be broken, the student will be told first and supported. If there is any possibility of abuse the schools safeguarding and child protection procedures will be followed and the student will be informed of sources of confidential help, for example, the school nurse, GP and child support agencies.

Information about students will not be passed on indiscriminately at any time. Other members of staff will only be informed on a need to know basis, where the issue identified affects the daily life of the student in school.

### **Working with and referrals to outside agencies**

Outside agencies, such as the school community nurse providing support in lessons for the school's PSHE/Guidance programme will be aware of, and abide by, the school's policy about disclosures and confidentiality.

Students and parents/carers will be made aware however, that the school nurse when she is working outside of the classroom environment operates with the same confidentiality guidelines of any other medical practitioner. Consequently, sensitive issues that a student discusses with the school nurse may be kept confidential, whereas if the same issues were to be discussed with a member of the school staff they would have to consider if the student is at moral risk or breaking

the law and may have to discuss the sensitive issue with parents/carers. Students can access the school nurse service following a referral by the House Pastoral team or by a student attending the “drop-in” clinic.

In the case of illegal activity, action will be taken in the best interests of the student. This does not necessarily involve informing the police but could mean taking advice from the school's police liaison officer.

### **Classroom Support Volunteers**

Classroom support volunteers will be made aware of and abide by, the school's policy about disclosures and confidentiality.

If they have any concerns they must refer them to a member of staff. Any disclosure must be passed on to a member of staff.

It is essential that they understand why anything seen and heard in school must remain confidential. The governors reserve the right to withdraw the invitation to help if they fail to comply with this policy.

### **Monitoring, evaluation and accountability**

The monitoring and evaluation of this policy will be carried out by the Deputy Headteacher in charge of Inclusion and Safeguarding (or equivalent) and reported as requested by governors.

### **Linked Policies**

Safeguarding and Child Protection Policy and Procedures

SEND Policy and Procedures

Behaviour and Discipline Policy and Procedures

Anti-bullying Policy and Procedures

Sex and Relationships Education Policy and Guidance

Student Progress and Welfare Policy and Procedures