



Confidentiality Policy (relating to students)



Reference: Sex and Relationships Education Guidance DFEE (July 2000)

1 INTRODUCTION

- 1.1 Schools must be absolutely clear about the boundaries of their legal and professional roles and responsibilities. Teachers and support staff cannot offer or guarantee absolute confidentiality.
- 1.2 It is only in exceptional circumstances that schools should be in a position of having to handle information without parental knowledge.
- 1.3 All staff are advised that they should take note of this policy. It will be available to parents and should also be made known to students (this may be on a 'need to know' basis).

2 CHILD PROTECTION

- 2.1 The King James's School Child Protection Policy is within LA guidelines and will be available to all staff via the school Intranet.
- 2.2 All staff should be alert to signs of abuse and know to whom they should report their suspicions and concerns.

3 CONFIDENTIALITY

- 3.1 Students need to be reassured that their best interest will be maintained.
- 3.2 Students will be encouraged to talk to their parents or carers and support will be offered to help them to do so.
- 3.3 Students need to know that teachers and other school staff can not offer unconditional confidentiality.
- 3.4 Students will be informed that, if confidentiality has to be broken, then they will be informed first and then supported as appropriate.
- 3.5 If there is any possibility of abuse, the Child Protection Policy will be followed.
- 3.6 Students will be informed of sources of confidential help eg. GP and local young person's advice centre.
- 3.7 Personal disclosures – the teacher or member of support staff should follow the above advice.
- 3.8 **If a student makes a disclosure of a confidential nature to school staff, the procedure will be as follows:**

- i. The student will be reassured that his/her best interests will be maintained.
- ii. The student needs to understand that school staff can not offer unconditional confidentiality. If confidentiality has to be broken, the student will be informed first then supported as appropriate.
- iii. If there is any possibility of abuse the Child Protection Policy will be followed.
- iv. The student will be encouraged to talk to his/her parents or carer and support will be offered to help to do this.
- v. The student will be informed of sources of confidential help, eg. local young persons advice centre, GPs.
- vi. Students should be aware that it would only be in the most exceptional cases that information will be dealt with, without parental knowledge.

4 SEXUAL AND RELATIONSHIPS EDUCATION

- 4.1 Students should be encouraged to look to a trusted adult – preferably to parents or carer.
- 4.2 The law allows professionals to see and, in some circumstances, treat young people confidentially, and part of this process includes counselling and discussion about talking to parents.
- 4.3 As part of PSHCEE and health education programmes, young people should be made more generally aware of the law in relation to sexual activity and local confidentiality services.
- 4.4 When a student is under 16 and he/she is either contemplating, or involved in, having sexual intercourse, school should be in a position to take steps to ensure that:
 - The young person should be persuaded to talk to his/her parent or carer
 - Any child protection issues are addressed
 - The young person has been informed about contraception, including precise information about where contraception and advice services can be accessed
- 4.5 It is only in the most exceptional cases that schools should be in a position of having to handle such information without parental knowledge, and where younger students are involved this would be grounds for concern.

5 HEALTH PROFESSIONALS

- 5.1 Health professionals are bound by their professional codes of conduct to maintain confidentiality when working in a classroom situation, they are also bound by relevant school policies.