



CHALFORD HILL PRIMARY SCHOOL

Confidentiality Policy

Reviewed: March 2026
Review Date: March 2029

Aims

At Chalford Hill Primary School we aim to create an environment of trust, where children feel confident to share information and speak to their teachers or other school staff about anything that might worry or concern them. However, there may be situations where some children will want to discuss information that is of a personal nature, or may sometimes make disclosures about risky or illegal behaviour. This situation may arise for example, when teachers are working with children on personal, social and health education programmes, or in the teaching of any sensitive or controversial issue. This policy sets out guidelines for responding to situations where confidential information may be disclosed.

Definition of 'Confidentiality'

'Confidentiality' is defined as the state of keeping or being kept secret or private. If information is 'confidential', it is intended to be kept secret.

In practice, the school must strike a balance between maintaining an environment of trust where children feel confident to share information, and ensuring that the well being of pupils and staff is protected, as outlined in the School's Safeguarding Children (including Child Protection) Policy.

Objectives

- To ensure that staff, parents and pupils understand the implications of when confidential information is shared.
- To define 'confidentiality'.
- To explain the implications of this for practice within the school.
- To ensure that staff, pupils and parents understand what is meant by 'confidentiality' at Chalford Hill School.
- To ensure that staff consider the issue of confidentiality when discussing the children in their care and incidents that may have happened in school.

Guidelines for practice

This policy is particularly relevant to the teaching of Citizenship, Personal, Social and Health Education (CPSHE), Drug Education and Sex and Relationships Education (SRE). However, it also covers all situations both in and outside the classroom. This policy has links with the following school policies:

- Safeguarding Policy (including Child Protection Policy)
- Sex and Relationships Education Policy

Ground Rules

'Ground Rules' will be made explicit in lessons whenever appropriate. These should outline the following (in appropriate language):

- We will respect each other's views.
- We will listen carefully to one another.
- No put-downs!
- We don't name names or talk about things that are very personal to us.

If a child says anything that makes the teacher think they are being hurt or are not safe, the teacher will follow the guidance in the Safeguarding Policy,

Sensitive Issues

When the lesson is tackling particularly sensitive matters such as puberty, sex or drug education, we will add another rule, which is that:

'Whatever we talk about in this lesson will stay between us. No gossiping in the playground!'

Following the guidance in our Safeguarding Policy, where information of a sensitive nature is disclosed, this must be treated seriously and with sensitivity. Under no circumstances must a promise be made that you will not tell anyone else. Explain that in order to help, you may need to talk to other people. If a child discloses information that indicates that they may be at risk of abuse, neglect or harm, you must seek further advice as indicated on our Child Protection policy.

In the following circumstances, we will **always** break confidentiality:

- Life and immediate risk.
- A third party is at risk of abuse or neglect.
- When you have been subpoenaed to a Court of Law.

Following a disclosure:

- Agree with the child who you will talk to and what you will say.
- Explain how you will continue to support them through the process.

Confidential information of which the School is aware

Once the school has become aware of confidential information, staff and governors will endeavour to maintain confidentiality as appropriate. For example, all staff and governors will consider the conversations they have about pupils and their families, the purpose of these conversations and where and with whom these take place.

All students, helpers and volunteers at the school will be made aware of this policy, as it is relevant to them.