



# Good Apple

## Independent School

### Confidentiality

Date	Review Date	Designated Safeguarding Lead	Deputy Designated Safeguarding Lead	Nominated Committee Member
03/09/2019	03/09/2020	Natalie Myers	Sarah Mould/ Derrick Masters	Damian Redmond
06/08/2020	06/08/2021	Natalie Myers	Sarah Mould/ Derrick Masters	Damian Redmond

The following are very important telephone numbers that must be kept up to date at all times:

Safeguarding Contacts	Work	Mobile
<b>Designated Safeguarding Lead</b>	07487287578/ 01427 616803	07487287578
<b>Deputy Designated Safeguarding Lead</b>	07792488494 / 01427 616803	07792488494
<b>Nominated committee for Safeguarding</b>	07951731615	
<b>Local Authority Designated Officer (LADO)</b>	01522 782111	
<b>Social Services Referrals</b>	01522 782333 01522 782155	
<b>Out of Hours Social Services</b>	01522 782333	
<b>Police</b>	999 / 101	
<b>NSPCC Whistle-blowing Helpline</b>	0800 028 0285	

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Children Act 1989
- Police Act 1997
- Police Act 1997 (Criminal Records) Regulations 2002
- Education Act 2002
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Education and Inspections Act 2006
- Children and Young Persons Act 2008



## Good Apple Independent School

- Police Act 1997 (Criminal Records) (No. 2) Regulations 2009
- School Staffing (England) Regulations 2009
- Equality Act 2010
- Education Act 2011
- Protection of Freedoms Act 2012

The following documentation is also related to this policy:

- Dealing with Allegations of Abuse against Teachers and other Staff: Guidance for Local Authorities, Headteachers, School Staff, Governing Bodies and Proprietors of Independent Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)
- Working Together to Safeguard Children: A Guide to Inter-agency Working to Safeguard and Promote the Welfare of Children
- [Equality Act 2010: Advice for Schools \(DfE\)](#)
- [Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website \(Cabinet Office\)](#)

We believe confidentiality is when someone during a private conversation entrusts another with their secrets and with the confider expecting absolute confidentiality from the confidante.

We feel we can only offer limited and not absolute confidentiality at this school as the safety, well-being and protection of our pupils are the main consideration in all decisions school personnel make.

We stress that school personnel must make it clear when in discussion with pupils or parents/carers that there are limits to confidentiality that can be offered, so that they can make informed decisions about the most appropriate person/s to talk to about the personal matters that have been disclosed.

We believe we have created a safe and supportive school environment which encourages pupils to talk to school personnel in order to share their problems. Trust between pupils and staff is an established part of the school ethos.

We acknowledge that a transparent confidentiality policy will ensure the health, safety and wellbeing of all pupils in this school.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.



We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

## Aims

- To ensure that all information shared in confidence by pupils will only be used to enhance the safety, well-being and protection of all pupils in our care.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

## Responsibility for the Policy and Procedure

## Role of the Committee

The Committee has:

- appointed members of the school personnel to be the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead;



## Good Apple Independent School

- delegated powers and responsibilities to the Headteacher to ensure that all school personnel are aware that they should not promise absolute confidentiality and that the safety, well-being and protection of the pupil is the principal consideration in all decisions school personnel make about confidentiality;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with the Committee;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Committee
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Committee every term;
  - annually report to the Committee on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

### Role of the Headteacher

The Headteacher will:

- communicate this policy to all school personnel, pupils, parents/carers, governors, outside agencies and visitors by:



## Good Apple Independent School

- organising in-house training for school personnel on Safeguarding and Child Protection;
  - including the policy in the staff handbook;
  - including the policy in the school prospectus;
  - including the policy in the handbook for school visitors;
  - organising governor training sessions;
  - listing it on the school's publication scheme (Freedom of Information Act 2000);
  - producing a confidentiality statement for pupils.
- work closely with the Committee and coordinator;
  - provide leadership and vision in respect of equality;
  - make effective use of relevant research and information to improve this policy;
  - provide guidance, support and training to all staff;
  - monitor the effectiveness of this policy by:
    - monitoring learning and teaching through observing lessons;
    - speaking with pupils, school personnel, parents and Committee.
  - annually report to the Committee on the success and development of this policy.

### Role of School Personnel

School personnel will:

- comply with all aspects of this policy by not promising at any time absolute confidentiality when a disclosure has been made to them;
- undertake appropriate training in the techniques to use when dealing with one-to-one disclosures;
- make it clear at the beginning of a conversation that there are limits to confidentiality;
- inform the confider when a confidence has to be broken for the safety and well-being of children;
- pass on confidential information for the safety, well-being and protection of our pupils to the Designated Safeguarding Lead;
- work in partnership parents and carers keeping them up to date with their child's progress and behaviour at school;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;



## Good Apple Independent School

- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

### **Role of Pupils**

Pupils will be aware:

- that they can talk about any concerns or worries they have with school personnel;
- of the confidentiality statement and that information will be shared for their own safety and well-being;
- of how to access confidential support such as Childline and drop in sessions with the school nurse;
- that they will be encouraged by the school to discuss any matters that they have brought to the attention of the school with their parents/carers;
- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

### **Role of Parents/Carers**

Parents/carers will:

- be aware of and comply with this policy;
- be aware that the safety, wellbeing and protection of pupils is the paramount consideration in all decisions that school personnel make about confidentiality;
- work in partnership with the school and are kept informed of their child's progress and behaviour;
- be asked to take part periodic surveys conducted by the school;
- have ready access to the files and records of their children.

### **Role of School Visitors (Outside Agencies, Parent Helpers and Students)**

All school visitors must:

- be made aware of the school policy about disclosures and confidentiality;
- report all disclosures to the Headteacher or Designated Safeguarding Lead;
- must report any concerns they have regarding a pupil/s safety, wellbeing and protection.



# Good Apple Independent School

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Committee
- information displays in the main school entrance

## Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
  - All aspects of this policy
  - Safeguarding and Child Protection
  - Dealing with Allegations Against School Personnel
  - Sex and Relationships
  - Anti-bullying
  - Confidentiality - Parent Involvement
  - Whistle Blowing
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

## Equality Impact Assessment



## Good Apple Independent School

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Committee for further discussion and endorsement.

### Linked Policies

- Anti-bullying
- Confidentiality - Parent Involvement
- Dealing with Allegations Against School Personnel
- Safeguarding and Child Protection
- Sex and Relationships
- Whistle Blowing

### See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

<b>Headteacher:</b>	Natalie Myers	<b>Date:</b>	03/09/2019
<b>Chair of Governing Body:</b>	Damian Redmond	<b>Date:</b>	03/09/2019



Good Apple  
Independent School



# Good Apple

## Independent School

### Confidentiality Agreement

I understand that confidential information means all information obtained whether orally, in writing or by any other means.

**I am in agreement that: -**

- all personal information regarding pupils or school personnel is confidential and will be kept so;
- all school personnel and parental helpers will abide by a strict code of the highest professional and ethical standards in order to safeguard confidentiality of all practices and information held within the school;
- the Head teacher is responsible for taking action if a member of staff or parental helper is identified to having disclosed confidential information regarding school practices or personal information regarding a pupil or a member of the school staff;

I ,(\_\_\_\_\_), am in agreement with the above and agree that I will treat all information received in the strictest confidence and will not divulge any information outside the school.

Signed	Date Agreed	Review Date