



## CONFIDENTIALITY STATEMENT

St Botolph's CE Primary School respects everyone's right to privacy. Everyone in our school is expected to work within the guidelines of this Confidentiality Statement, this includes all staff and volunteers that work with children.

Care and due consideration is taken over any decision to break confidentiality, as outlined below.

<p><b>Children</b></p>	<ul style="list-style-type: none"> <li>• Children are encouraged to speak to an adult in school when they have issues or concerns, either linked to school or outside.</li> <li>• Children will always be listened to, and whilst we will do all we can to support them, we can never offer confidentiality if we suspect someone may be at risk from harm.</li> <li>• In the event that information needs to be shared, children are told when the information has been passed on, what will be done with the information, and who the information is being given to.</li> <li>• Clear procedures for safeguarding are in place and will be followed.</li> </ul>
<p><b>Confidentiality in the classroom and school environment</b></p>	<ul style="list-style-type: none"> <li>• At all times during the school day, children are encouraged to participate in lessons and activities fully.</li> <li>• Should any child raise an issue or a disclosure, this will be dealt with sensitively.</li> <li>• To safeguard the confidentiality of a child, they will be discouraged from disclosing personal information in a group situation, but given the opportunity as soon as possible following.</li> <li>• All pupils are discouraged from putting pressure on anyone to answer personal questions or share personal information.</li> </ul>
<p><b>Staff, volunteers, students, governors.</b></p>	<ul style="list-style-type: none"> <li>• All staff are approachable, and will listen to issues raised by children, their families, and other staff members.</li> <li>• Confidentiality will always be respected where it is appropriate to do so. Where it is necessary for the information to be shared to resolve any issue or to keep someone safe, it is an expectation of staff and volunteers that they do this at the earliest opportunity.</li> <li>• Staff and volunteers will consider the suitability of surroundings and the presence of other people when they have conversations with children and their families.</li> <li>• No staff or volunteers will discuss issues or concerns in the hearing of other children, members of staff or school community.</li> <li>• All information stored in the school office and headteacher's office is kept confidential and locked away.</li> <li>• Information will be shared with outside agencies in line with Safeguarding policy and procedure.</li> </ul>
<p><b>Parents, guardians, carers and family members</b></p>	<ul style="list-style-type: none"> <li>• We maintain an open-door policy, where parents, carers and family members are encouraged to speak to a member of staff if they have concerns about their child.</li> <li>• All information shared will be treated confidentially, and only shared if it is necessary to do so to resolve the issue, or dealt with as a safeguarding issue.</li> </ul>