



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Safeguarding

Confidentiality Policy and Information Sharing

Aim: To ensure that all members of staff working in the school are clear about the levels of confidentiality they can offer to the school community and can expect themselves

Objective: For everyone to understand the varying degrees of confidentiality which might apply in different circumstances

Why this policy was developed: A clear confidentiality policy ensures good practice throughout the school which staff, parents and pupils can easily understand. It needs to be clear about legal and professional roles and responsibilities, such as child protection.

Who does the policy apply to? All teaching and non teaching staff and visitors working with pupils on the school site during school hours

Procedure: There are occasions when pupils are worried about something they do not wish to discuss with their family. They may turn to staff within the school. In this case the following principles should be applied.

- Maintain professional boundaries whilst being supportive
- Be clear that unconditional confidentiality cannot be offered
- Warn the pupil that if there is a child protection/safeguarding issue concerned you have a duty to inform the school's Senior Safeguarding Practitioner
- Assure them that only those who need to know will be told in order for the pupil to receive help
- Encourage pupils to talk to their parents. Support may be offered where appropriate

Confidentiality in school

All staff must have regard to maintaining confidentiality when discussing school issues at home and in the wider community.

Staff have a duty to report information regarding children that is in their best interest.

Confidentiality about parents and families: Sometimes family issues may affect a pupil which the family disclose on a confidential basis. Where it is necessary to share information, this will be discussed with the parent first unless there is an overriding concern (child protection/safeguarding)

Staff Confidentiality: All staff can normally expect their personal situations and health will remain confidential unless

- it impinges on the terms of their contract
- it endangers pupils or other staff
- there is a legal obligation to disclose information
- it is necessary for legal procedures
- the staff member's interest or the wider public interest justifies disclosure

See also: Data Protection Policy

Monitoring & Review:

This policy will be reviewed by the Senior Management Team

(Prepared August 2008 DPW/ HK; Reviewed SG Jan 2013 , Mar 2015/ Review Mar 2017