



Robertswood School

Confidentiality Policy for parents/carers or volunteers

Confidentiality Policy

1. Aims and Objectives

This policy provides guidance and information on confidentiality procedures at Robertswood School for parents / carers and volunteers.

2. Moral and Values Framework

The Confidentiality Policy at Robertswood School reflects the school ethos and demonstrates and encourages the following values:

- Respect for self;
- Respect for others;
- Responsibility for their own actions;
- Responsibility for their family, friends, schools and wider community.

3. Policy Statement

Robertswood School operates in a way that respects **every** individual and family's right to privacy. All our staff and visitors are therefore expected to work within the guidelines of this policy which conforms to legislation and government guidelines in order to protect confidentiality.

In practice this means:

- making it clear that gossip is discouraged.
- keeping personal records of behaviour confidential.
- not discussing pupil or family personal matters in a general way.
- using teaching methods which protect confidentiality.
- always encouraging pupils to talk to their parents or carers about any anxieties they may have, while at the same time offering support for individuals and families from staff specialising in pastoral care.

4. Guidelines and confidentiality for Parents/ Carers or volunteers on school trips

- Parents/volunteers are asked to read any briefing information which relates to the trip.
- Parents/volunteers should not leave their group/class at any time without notifying the group leaders or designated teacher.
- Parents/volunteers are asked to refrain from purchasing items, or food and drink, for their own child/group.
- Parents should not interfere with their own child's social interaction with their group and friends or their child's independence.
- Parents/volunteers who experience any difficulties with a child/children in their group should inform the class teacher as soon as possible.
- Parents who have not been invited as designated helpers on a trip cannot join the group without the prior agreement of the group leader. This would contravene the risk assessment which has been agreed for the visit.

- Parents/ volunteers are requested not to pass on 'updates' about the trip or individual children at any time to other parents/carers.
- The photographing/videoing of children is strictly prohibited unless requested to do so by the group leader. All photographs must be surrendered to the group leader.
- An adherence to Robertswood School's Child Protection Policy.

5. Personal Disclosures

Pupils will be made aware that some information cannot be held confidentially and made to understand that if certain disclosures are made, certain actions will ensue. At the same time, pupils will be offered sensitive and appropriate pastoral support. Procedures outlined in the school's Child Protection Policy will be adhered to by all adults upon the occasion of disclosure by a child or any concern regarding a child.

6. Dealing with disclosures

6.1 Receive

- listen to the child.
- if you are shocked by what they are saying, try not to show it.
- take what they say seriously.
- accept what the child says.

6.2 Reassure

- stay calm and reassure the child they have done the right thing in talking to you.
- be honest with the child so do not make promises you cannot keep.
- do not promise confidentiality - you have a duty to refer a child who is at risk.
- acknowledge how hard it must have been for the child to tell you what happened.

6.3 React

- react to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but do NOT interrogate them for full details.
- do not ask leading questions.
- explain what you have to do next and whom you have to talk.

6.4 Record

- make some brief notes at the time and write them up more fully as soon as possible.
- take care to record timing, setting and personnel as well as what was said.
- be objective in you recording - include statements and observable things rather than your own interpretations or assumptions.

6.5 Support

- the child will need support through out the process of investigation and afterwards you will need support.

Where to go if you are concerned:

6.6 Designated person(s) at Robertswood School

First stage if you have any concerns about a child,

- Eddie Richings - 07818047361

6.7 Designated person(s) on trip

- Group/Designated Leader(s)

7. Confidentiality in the classroom

All teaching support and class room help will be done in a way that reaffirms respect for everyone in the school and associated with it.

8. Equal Opportunities Statement

Our policy aims to respond to the diversity of children's cultures, faiths, gender, race and family backgrounds.

I have read, received, understand and agree to this policy and the guidelines contained within it.

Name:

Signed:

Date: