



TOLWORTH GIRLS' SCHOOL & SIXTH FORM

CONFIDENTIALITY POLICY

1 Principle

- At Tolworth Girls' School & Sixth Form we believe that:
 - the safety, well-being and protection of our students is the paramount consideration in all decisions staff at this school make about confidentiality. The appropriate sharing of information between school staff is an essential element in ensuring our students well-being and safety
 - it is an essential part of the ethos of our school that trust is established to enable students, staff and Parents/Carers to seek help both within and outside the school in order to minimize the number of situations when personal information is shared to ensure students and staff are supported and safe
 - students, Parents/Carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns, including sex and relationships
 - the school's attitude to confidentiality is easily understood and everyone should be able to trust the boundaries for confidentiality operating within the school
 - issues concerning personal information including sex and relationships and other personal matters can arise at any time
 - everyone in the school community needs to know that no-one can offer absolute confidentiality
 - everyone in the school community needs to know the limits of confidentiality that can be offered by individuals within the school community so they can make informed decisions about the most appropriate person to talk to about any health, sex and relationship or other personal issue they want to discuss
 - staff have the right to discuss events and discussions that occur as part of their working life but should ensure that all comments are respectful and made within a professional context when within the hearing of others

2 Policy Development

- Consultation has taken place with the whole school community, including our partner agencies. The final policy was agreed by the Leadership Team and the school's Governing Body, and has been disseminated to all staff as well as being made available to all students Parents/Carers and partner agencies. The policy is disseminated to all new staff joining the school.

3 Definition Of Confidentiality

- Confidentiality is defined as 'something which is spoken or given in private, including texts, emails, phone messages and letters etc entrusted with another's secret affairs'.
- The confider is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the content of his or her conversation completely secret and discuss it with no-one.
- In practice there are few circumstances where absolute confidentiality is offered in our school. We strive to strike a balance between ensuring the safety, well-being and protection of our students and staff, ensuring there is an ethos of trust where students and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection issues and good practice are followed.
- This means that in most cases what is offered is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues, but the confider *would not be identified* except in certain circumstances.
- Staff should make it clear that there are limits to confidentiality at the beginning of any relevant conversation. These limits relate to ensuring a young person's safety and well-being. The student will be informed when a confidence has to be broken for this reason and be involved in the information sharing.
- Different levels of confidentiality are appropriate for different circumstances:

4 Practice

- 4.1 In the classroom in the course of a lesson given by a member of teaching staff or an outside visitor including health professionals.
- Careful thought needs to be given to the content of the lesson setting the climate and establishing ground rules to ensure confidential disclosures are not made. It should be made clear to students that this is not the time or place to disclose confidential personal information. When a health professional is contributing to a school's health education programme in a classroom setting, they are working with the same boundaries of confidentiality as a teacher
- 4.2 One-to-one disclosures to members of school staff
- It is essential all members of staff know the limits of the confidentiality they can offer to both students and parents and carers and any required actions and sources of further support or help available both for the student or Parent/Carer, within the school and from other agencies where appropriate. All staff at this school encourage students to discuss different issues with their Parents or Carers and vice versa. However, the needs of the student are paramount and the school staff will not automatically share information about the student with his/her Parents/Carers unless it is considered to be in the child's best interests.
- 4.3 Disclosures to a counsellor, school nurse or health professional operating a confidential service in the school
- Health professionals such as school nurses can give confidential medical advice to students provided they are competent to do so and follow the Fraser Guidelines (guidelines for doctors and other health professionals on giving medical advice to under 16's). School nurses are skilled in discussing issues and possible actions with young people and always have in mind the need to encourage students to discuss issues with their Parents or Carers. However, the needs of the student are paramount and the school nurse will not insist that a student's Parents or Carers are informed about any advice or treatment they give. (If you operate a school based health service at your school, you should have an agreement with the relevant local health trust which should be appended to this policy).

5 Contraceptive Advice And Pregnancy

- The Department of Health has issued guidance (July 2004) which clarifies and confirms that health professionals owe young people under 16 the same duty of care and confidentiality as older patients. It sets out principles of good practice in providing contraception and sexual health to under 16's. The duty of care and confidentiality applies to all under-16's. Whether a young person is competent to consent to treatment or is in serious danger is judged by the health professional on the circumstances of each individual case, not solely on the age of the patient

- The younger the patient the greater the concern that they may be being abused or exploited even in circumstances where the young person themselves is adamant that they are fully aware and consensual. The Guidance makes it clear that health professionals must make time to explore whether there may be coercion or abuse. Cases of grave concern should be referred through child protection procedures

6 The Legal Position For School Staff

- All school staff should not promise confidentiality. Students do not have the right to expect they will not be reported to their Parents or Carers and may not, in the absence of an explicit promise, assume that information conveyed outside that context is private. No member of this school's staff can or should give such a promise. The safety, well-being and protection of the child is the paramount consideration in all decisions staff at this school make about confidentiality
- School staff are NOT obliged to break confidentiality except where child protection is or may be an issue, however at Tolworth Girls' School & Sixth Form we believe it is important staff are able to share their concerns about students safety and well-being is maintained

6.1 Teachers, counsellors and health professionals

- Professional judgment is required by a teacher, counsellor or health professional in considering whether or not he or she should indicate to a student that they could make a disclosure in confidence and whether such a confidence could then be maintained having heard the information
- In exercising their professional judgment the teacher, counsellor or health professional must consider the best interests of the student, including the need to both ensure trust to provide safeguards for our young people and possible child protection issues
- All teachers at this school receive basic training in child protection as part of their induction to this school and are expected to follow the school's child protection policy and procedures.

6.2 Counsellors and health professionals

- At Tolworth Girls' School and Sixth Form we offer students the support of a School Counsellor. The school nursing service operates a drop-in service for students.
- These services are confidential between the School Counsellor or health professional and the individual student. No information is shared with school staff except as defined in the school's child protection policy.
- This is essential to maintain the trust needed for these services to meet the needs of our students.

6.3 Visitors and non-teaching staff

- We expect all non-teaching staff to report any disclosures by students or Parents/Carers of a concerning nature to the designated child protection co-coordinator as soon as possible after the disclosure and in an appropriate setting, so others cannot over hear. The designated child protection co-coordinator will decide what, if any, further action needs to be taken.

6.4 Parents/Carers

- We believe that it is essential to work in partnership with Parents and Carers and we endeavour to keep Parents/Carers abreast of their child's progress at school, including any concerns about their progress or behaviour. However, we also need to maintain a balance so that our students can share any concerns and ask for help when they need it. Where a student does discuss a difficult personal issue with staff at Tolworth Girls' School & Sixth Form they will be encouraged to also discuss the matter with their Parents or Carers and may be supported to do so where it is appropriate. The safety, well-being and protection of our students is the paramount consideration in all decisions staff at this school make about confidentiality.

7 Complex Cases

- Where there are areas of doubt about the sharing of information, the school will consult with the local area Safeguarding Board.

8 When Confidentiality Should Be Broken And The Procedures For Doing This

- *See the school Child Protection Policy.*

9 Support For Staff

- Staff may have support needs themselves in dealing with some of the personal issues of our students. We prefer staff to ask for help rather than possibly making a poor decision because you don't have all the facts or the necessary training, or taking worries about students home with you. Staff should discuss any concerns with their line managers or another senior staff member they feel able to talk to.

10 Links With Other Policies

- This policy has links with the following school policies:
 - Child Protection
 - PSHE
 - Sex and Relationships Education (SRE)
 - Drug Education
 - Anti-Bullying

11 Dissemination And Implementation

- This policy has been distributed to all teaching and non-teaching staff as part of whole school training on Child Protection/Safeguarding. A copy of the policy can always be found on the M:Drive. All new staff will receive a copy of the policy when they join the school.

Confirmation that the Confidentiality Policy in respect of Tolworth Girls' School & Sixth Form has been agreed by the Headteacher.

This updated policy was accepted by the Headteacher July 2012

Next review - July 2015