

# Cantonian High School

## Ysgol Uwchradd Cantonian



THE BEST FROM EACH  
SUCCESS FOR ALL

## Confidentiality Policy

September 2010  
Job Titles Revised January 2015  
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This policy was adopted by Governors on 28 November 2024

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## **Aims and Objectives**

This policy provides guidance and information on confidentiality procedures in the school for staff, pupils, parents/carers and governors.

## **Moral and Values Framework**

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

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

## **Policy Statement**

This 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 conform to legislation and government guidelines and which 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.

## **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 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 suspicion of possible abuse.

## **Confidentiality in the Classroom**

All teaching will be done in a way that reaffirms respect for everyone in the school and associated with it. Teaching staff utilise methods which protect pupils' privacy in the class so that pupils can then explore the issues being raised without having their personal lives or those of their families implicated or invaded and 'used' inappropriately by other pupils.

## **Confidential Support for Pupils**

At Cantonian, pupils are aware of sources of confidential help (unless serious disclosures are being made - see 'personal disclosures'), for example their Criw Leaders, Form Tutors, Heads of Year and pastoral staff. Pupils also have access to Wellbeing either during timetabled sessions (for pupils with behavioural, emotional and social difficulties, whether long or short-term) or during break and lunchtime, and can self-refer to the school counsellor.

Staff are aware of their terms of contract and know that they cannot promise children absolute confidentiality.

## **Other Professionals Working in School**

Pupils may come in contact with a number of other professionals within the school. The involvement of these professionals raises a number of confidentiality issues:

### *Maintaining confidentiality in a classroom*

Other professionals may need some support in working with groups in a way that protects confidentiality. In a one-to-one setting, it is good practice for other professionals to talk to a child personally, to make sure that their concerns are identified, and that they understand the advice they are given. In a classroom setting, it is not appropriate to talk directly to individuals about their personal experiences.

### *Professional Codes of Conduct*

Whereas teachers are bound by their terms of contract and cannot promise pupils absolute confidentiality, other professionals – when working with individual pupils – are bound by their professional codes of conduct which tend to give pupils the right to confidentiality and it would be unreasonable to expect a professional to act outside his/her professional code within a school setting. Confidentiality, in these situations, should only be breached in exceptional cases and not without first informing the child.

In a classroom situation, including small group work, the school's policies and procedures apply to teachers and other professionals alike.

## Data Protection

Confidentiality does not just relate to disclosures of information which could have legal implications such as abuse. Staff members should not handle any confidential information carelessly as pupils and other members of staff may regard this as the norm and respond in a similar manner if a confidence is passed to them.

The following measures are in place to ensure confidential information is dealt with appropriately:

- Pupil records are kept in locked filing cabinets. Most pupil files are retained until the pupil reaches 25 years of age and then destroyed. Additional files belonging to pupils with Additional Learning Needs (ALN) are kept separately in a locked filing cabinet.
- Child Protection records are stored in accordance with the Child Protection Policy.
- Personal pupil information is not stored in the staff room and is not displayed on noticeboards, except for health and safety notices about specific children's allergy reactions etc.
- Discussing pupil, family or other staff members' personal matters in a general way is discouraged.

## Equal Opportunities Statement

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

## Monitoring and Review

This policy is to be reviewed every three years.

Agreed by Acting Headteacher:



Agreed by Chair of Governors:  
(on behalf of the Governing Body)



Date of Issue: Autumn 2024

Date for Review: Autumn 2027