



St James Infant & Pre-School

Confidentiality Policy

Statutory / Non-statutory
Annual review / 2 yearly review

Date policy adopted	July '18			
Review date	July '18	June '20	June '22	
Reviewer's name	S O'Shea	S O'Shea	GG	
Date minuted by committee meeting				
Next review due by	July '20	June '22	June 2024	



Confidentiality Policy

At St James School, we believe that:

- The safety, wellbeing, and protection of our pupils are 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 pupil's well-being and safety.
- It is an essential part of the ethos of our school that trust is established to enable pupils, staff and parents /carers to seek help within and outside the school in order to minimise the number of situations when personal information is shared, to ensure pupils and staff are supported and safe.
- Pupils, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable discussing personal issues and concerns.
- The school's attitude to confidentiality is easily understood and everyone should be able to trust the boundaries of confidentiality operating within the school.
- Issues concerning personal information and 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 issue they want to discuss.

DEFINITION OF CONFIDENTIALITY

Confidneltity is defined as, 'something which is spoken or given in private, 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 pupils and staff, ensuring there is an ethos of trust where pupils and staff can ask for help when they need it. When it is essential to share personal

information, data protection and safeguarding issues 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 of confidentiality at the beginning of the conversation. These limits relate to ensuring children's safety and well-being. The pupil will be informed when confidence has to be broken and if appropriate they will be involved in the information sharing. Different levels of confidentiality may be appropriate for different circumstances.

Written: July 2018

Reviewed: June 2022