

Confidentiality Policy

Date: September 2021

Review date: September 2024

Lime Trust

Lime Trust is founded upon four principles: Leadership, Innovation, Motivation and Excellence. It creates a sustainable group of exceptional, high-performing schools that improve life chances, and are trusted and respected in their communities. Lime Trust provides a high quality education for pupils through school-to-school collaboration, Trust direction, high challenge and support.

Along with our principles, Lime Trust has core values that are demonstrated and upheld by our pupils, employees and stakeholders. Respect for all underlines our seven core values:

Respect

Equality

Self-worth

Partnership

Enjoyment

Communication (a voice for all)

Trust

Purpose

The safety, well-being 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 pupils well-being and safety.

It is an essential part of the ethos of our Trust/school that trust is established to enable pupils, staff, and parents/carers to seek help both within and outside the school and minimise the number of situations when personal information is shared to ensure pupils, staff are supported and safe.

To appreciate that all information about individual pupils is private. It should only be shared with staff that have a need to know and are authorised to access the information.

To exercise prudence and consider the dignity of individuals during conversations on site, particularly if non-members of staff and/or pupils are present.

Issues concerning personal information, including information about sex, relationships and other personal matters, can arise at any time.

The duty of confidentiality applies to every person in the school/setting regardless of age, gender, race or ability. This policy applies to all employees, governors, volunteers and work experience students of the Trust and its academies.

This policy should be read in conjunction with the school's safeguarding/child protection procedures, ICT/Equipment Policy, ICT acceptable Use policy and Data Protection Policy.

Application of Policy

All employees, governors, volunteers, outside agency staff, outside visitor, health professionals and work experience students who are associated with the Trust should adhere to the following principles:

- To familiarise themselves with this policy and procedure
- As far as possible within their role, ensure that all other staff, governors, volunteers, students, parents, and pupils are also aware of and follow this policy and procedure
- We will adopt ground-rules to ensure a safe environment for teaching, in particular in PSHE and Circle time. This reduces anxiety for pupils and staff and minimises unconsidered, unintended personal disclosures.

At the beginning of each PSHE session, pupils will be reminded of the ground rules by the teacher or outside visitor, they will establish the ground rules together with the pupils.

Confidentiality – Statement/Procedure

In normal circumstances the meaning of confidential is "something which is spoken or given in confidence; private, entrusted with another's secret affairs". When speaking confidentially to someone, the confider has the belief that the confidant will not discuss the content of the conversation with another.

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 situations where absolute confidentiality is offered in Lime Trust Schools.**

Understanding that there is a need to strike a balance between ensuring the safety, well-being and protection of our pupils and staff.

Ensuring there is a culture and ethos of trust, where pupils and staff can ask for help when they need it and that when it is essential to share personal information, that safeguarding procedures and models of good practice are followed.

This means that in most cases that limited confidentiality is able to be offered. In certain circumstances, disclosure of the content of a conversation could be discussed with professional colleagues but the confider would not be identified.

The general rule is that all staff should make clear that there are limits to confidentiality, at the beginning of the conversation, or as soon as the issue arises during a conversation.

This is in order to ensure children's safety and well-being. The pupil or adult (confider) will be informed when a confidence has to be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

Even when sensitive information appears to be widely known, it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.

Different levels of confidentiality are appropriate for different circumstances.

In the classroom in during a lesson given by a member of teaching staff or an outside visitor, including health professionals. Careful thought should 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 everyone involved in the lesson that this is not the time or place to disclose confidential, personal information.

It is essential that all members of staff, volunteers or anyone working in our schools, know the limits of the confidentiality they can offer to pupils, parents/carers and other staff. Including, any required actions and sources of further support or help available for the confider and for the confidant within the school and from other agencies, where appropriate.

All staff at Lime Trust schools should encourage pupils to discuss difficult issues with their parents or carers, and vice versa. However, the needs of the pupil are paramount and school staff will not automatically share information about the pupil with his/her parents/carers unless it is considered to be in the child's best interests.

However, when concerns for a child or young person come to the attention of staff, for example through observation of behaviour or injuries or disclosure, however insignificant this might appear to be, the member of staff should discuss this with the Designated Safeguarding Lead (DSL) for Child Protection as soon as is practically possible.

More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible. Please see the school child protection procedures.

As an employee of the Trust, your role carries certain responsibilities, including, but not limited to the requirement to adhere to and comply with this Confidential Policy.

Other examples of, confidential information that you may obtain in the course of your role may include:

- Information about staff and pupils
- Information about actions of the Trust obtained from internal meetings
- Information accessed by “privilege” e.g. notices on staff noticeboards
- Information about future Trust/academy plans or actions that have not been disclosed to parents

In signing this agreement, you agree that you understand and that you will uphold Lime Trust’s Confidentiality Policy.

You also understand that failure to follow the Guidelines set out within this Confidential Policy could lead to Disciplinary action being taken against you.

Print Name:	
Signature:	
Date:	



Appendix 2 – Academy Council Member Confidentiality Agreement

Thank you for being a volunteer of the Trust, your role carries certain responsibilities, including, but not limited to the requirement to adhere to and comply with this Confidential Policy.

Other examples of, confidential information that you may obtain in the course of your role may include:

- Information about staff and pupils
- Information about the actions of the Academy Council that are not published in Academy Council minutes
- Information accessed by “privilege” e.g. notices on staff noticeboards

Information about future Trust/academy plans or actions that have not been disclosed to parents

In signing this agreement, you agree that you understand and that you will uphold Lime Trust’s Confidentiality Policy. You also understand that failure to follow the Guidelines set out within this Confidential Policy could lead to termination of your membership of the Academy Council.

Print Name:	
Signature:	
Date:	



Appendix 3 – Volunteer/Work Experience Confidentiality Agreement

Thank you for being a volunteer of the Trust, your role carries certain responsibilities, including, but not limited to the requirement to adhere to and comply with this Confidential Policy.

Other examples of, confidential information that you may obtain in the course of your role may include:

- Information about staff and pupils or events that occur within the Trust
- Information about actions of the Trust obtained from internal meetings
- Information accessed by “privilege” e.g. notices on staff noticeboards
- Information about future Trust/academy plans or actions that have not been disclosed to parents

In signing this agreement, you agree that you understand and that you will uphold Lime Trust’s Confidentiality Policy. You also understand that failure to follow the Guidelines set out within this Confidential Policy may result in your no longer working as a volunteer helper of being able to complete your work experience placement within the Trust School.

Print Name:	
Signature:	
Date:	

