



WOODBIDGE HIGH SCHOOL

Confidentiality Policy

Updated: Autumn 2025

1 Aim

The aim of this policy is to ensure that all members of the School community understand their respective roles in relation to confidentiality. This includes pupils, staff, parents/carers and governors, as well as individuals visiting and working in the school on a temporary basis.

The Confidentiality Policy should be read in conjunction with the school's Child Protection Policy and various service level agreements made between the school and professionals from external agencies.

2 Students

The School will ensure that students:

- 2.1 know that school staff cannot offer unconditional confidentiality;
- 2.2 are reassured that their best interests will be maintained;
- 2.3 know that if confidentiality has to be broken, they will be informed first and then supported appropriately;
- 2.4 are encouraged to talk to their parents or carers and are provided with support to do so;
- 2.5 are informed of alternative sources of confidential help, e.g. the school counsellor, a mentor, their GP or local young persons' advice centre;
- 2.6 are given the opportunity to agree ground rules for lessons where sensitive issues may arise. These should be behaviour-focused and implementation should be consistent and rigorous.

3 Parents / Carers

The School will ensure that parents/carers:

- 3.1 understand the School's policy in relation to confidentiality;
- 3.2 are made aware of the Borough's Child Protection requirements;
- 3.3 are encouraged to talk to their children, and that opportunities to support them in this are built into School planning.

4 Staff

The School will ensure that staff understand:

- 4.1 the School's policy in relation to confidentiality;
- 4.2 that they cannot offer unconditional confidentiality to pupils;
- 4.3 the boundaries agreed by the School in relation to sensitive issues;
- 4.4 the agreed procedure for recording and reporting disclosures, and the nature of access to this information;
- 4.5 their responsibility for maintaining confidentiality, both orally and with written information;
- 4.6 the rules as regards all aspects of the law relating to data protection, as set out separately;
- 4.7 that the principles of confidentiality of information shall apply to colleague information as well as student information.

5 Headteacher and Governors

In addition to the points outlined in part 4, the Headteacher and Governors will monitor consistency in implementation of the policy, ensuring boundaries are not being overstepped and that new staff receive information about this policy in their induction.

6 Specialist agency involvement

- 6.1 Outside agencies working with the School will work within the agreed framework for agency involvement.
- 6.2 The agencies which the school uses are: LBR Educational Psychology Service (EPS), Education Welfare Officer (EWO) (currently Education Welfare Advisory and Support Service (EWASS)), School Nurse Service, Safer Neighbourhoods Team, Community and Adolescent Mental Health Service (CAMHS), New Rush Hall, Little Heath, Newbridge, Whitefield, SALT, Hearing Impaired Service, and a range of volunteers.

7 Boundaries

The following have been agreed by School staff:

- 7.1 if there is any possibility of abuse, the School's Child Protection procedure should be followed;
- 7.2 if a pupil discloses information at an inappropriate time or place, the teacher must communicate the disclosure immediately to the designated Child Protection Officer using the appropriate Child Protection procedures

8 Recording, reporting and sharing confidential information

- 8.1 The School should agree the process, if necessary, for recording disclosures when a decision has been taken not to share them.
- 8.2 The School should agree a process for recording disclosures that are available for sharing, and agree who has access to this information.
- 8.3 Information will be shared on a need to know basis

9. Data Protection Act

- 9.1 It should be noted that the above policy will be applied according to the regulations of the Data Protection Act 2018.

Approval: Approved by Curriculum & Standards Committee on 4th November 2025

Policy Reviewed by: Mr J Clifton, Deputy Headteacher

Next Review Date: Autumn 2028