



BURGESS HILL
— GIRLS —

Confidentiality Policy (whole school)	7 i
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Responsible for Initiating Review of Policy	SLT
Committee to Review	SLT
Last Review Date	September 2012
Review Period	5 years
Approved by (Committee and Date)	SLT September 2017
Approved by Board of Governors	September 2017
Effective Date of Policy	September 2017
Next Review Date	September 2022
Related Policies	Safeguarding policy Whistleblowing policy Harassment & bullying at work policy Disciplinary & Capability policy

General**School Ethos**

The Governors expect the School to be a safe and nurturing environment where:

- all individuals are respected and their individuality valued
- pupils are encouraged to achieve
- self-discipline is promoted and good behaviour is the norm
- rewards and sanctions are applied fairly and consistently

RESPONSIBILITIES**All Staff**

If a pupil approaches a member of staff in confidence, the member of staff is instructed not to break that confidence under any circumstance without permission, with the following exceptions:

- if the member of staff believes it involves any safeguarding issues;
 - if what they are told is life-threatening to anybody inside or outside the school;
 - if it is a situation in which the law is being broken or one which may seriously damage another person's reputation or well-being;
 - if it is a situation which could seriously damage the good reputation of the school.
- Under the above four conditions, the member of staff is under a contractual obligation to tell the Head without the pupil's permission. The Head may, with or without the pupil's permission, then share relevant information with the appropriate people if it is deemed necessary.

If a pupil is under 16 years old and the problem is a medical one, the member of staff may suggest he/she sees the School Nurse or his/her GP. It is then up to the doctor to decide whether or not to disclose information to the parents. Pupils under the age of 16, but deemed to be Gillick Competent and those over 16 are entitled to ask for medical confidentiality to be kept at all times.

To be read in conjunction with the Safeguarding Policy.