



HANDLING CONFIDENTIAL INFORMATION FROM CHILDREN

Approval Date:	Autumn 2020
Review Date:	Autumn 2023

We at Churchfields, the Village School accept that we have a duty of care to the children in the school and that duty of care can involve passing information on to other adults to safeguard the child or other members' of the community.

Complete secrecy can never be promised to a pupil, though information given in confidence will not generally be disclosed to anyone else, unless that information is considered a health and safety risk to that pupil, other people or the school.

School staff have a commitment to inform the pupil in advance of any disclosure of information to others and if possible enable the child to be involved in the process.

Regarding disclosures school staff need to carefully define and communicate the boundaries of confidentiality offered.

If in doubt, members of staff must speak to the Headteacher about the situation.

Disclosures must be reported to the Designated Safeguarding Lead (DSL) which is the Headteacher, the Deputy DSLs (senior teachers of each base), or the Chair of Governors if the disclosure is regarding the Headteacher.

The details will be logged and the relevant authorities will be notified, if it is considered necessary. This is in line with our Child Protection Policy.

Child Protection Procedures are displayed in the staffroom of each base.