

# Confidentiality Policy

## Aims

1. To protect peoples' interests while ensuring students' safety, well-being and protection.
2. To encourage an approach to confidentiality that gives our community the confidence and trust to discuss personal issues.

## Objectives

1. To comply with relevant legislation (Freedom of Information Act, Human Rights Act, Data Protection Act and Child Protection Legislation).
2. To provide clarity about the limits of confidentiality and ensure that relevant information is shared when necessary.
3. To establish guidelines for learning sessions where potentially personal issues may be discussed.
4. To provide professional support and supervision for staff involved in dealing with sensitive issues.
5. To establish an understanding with parents re confidentiality so that there can be an open dialogue about student concerns.
6. To establish agreed procedures with other professionals and visitors.

## Procedures

### Headteacher

- Ensure that potentially sensitive information regarding individual students is not included in Staff Bulletins, Reports to Governors, or other school documentation available to a general audience.
- Encourage an ethos in the School where all colleagues are encouraged to 'listen' and pick up on concerns and students feel confident to talk about worries and concerns knowing that they will be handled professionally and appropriately.

### Other Colleagues

- The Teaching Team Leader should ensure that:
  - there are opportunities to discuss student concerns with their mentees;
  - and that colleagues who have had difficult issues divulged to them are being supported.
- The Deputy Headteacher will:
  - ensure that all colleagues are up to date and briefed on Child Protection procedures and potential issues;
  - encourage fellow Tutors to take an interest in their tutees and to monitor their health, welfare and academic progress, looking out for the indicators of potential concerns;
  - share confidential student information with colleagues on a need to know basis;
  - ensure that confidential LAC and YOT information is kept within a sealed envelope in student main files;
  - and maintain separate Child Protection files, indicating with a note in the main file that additional information is kept elsewhere.

### All Staff

- Do not discuss potentially sensitive issues with other students or in the staff room.
- Make sure that students understand that you cannot offer them complete confidentiality before any discussion likely to lead to the disclosure of sensitive information.
- Inform students when information is being passed on and to whom, unless you feel that it may not be in their best interests.
- Discuss any issues that concern you with your line manager. Do not keep potentially serious matters to yourself.
- Report potential Child Protection issues to one of our designated Child Protection Officers, Sally Timmons & Diane Smith.
- Make sure that students are properly briefed when visitors are working with students, refraining from asking personal questions or sharing personal information and alerting you to possible concerns.