



CONFIDENTIALITY POLICY

Document Name	Approval Date	Next Revision Date
Confidentiality Policy		
- V1.0	October 2015	
- V1.1 Board Review and Update	March 2019	March 2022

The Directors have paid due regard to the impact of all aspects of equality in the writing of this policy

1. Principles

- 1.1 The duty of confidentiality owed to a person under the age of 16 in any setting is the same as that owed to an adult.
- 1.2 Information about individual children is private and should only be shared with those staff who have a need to know, social services, medical and personal information should therefore be held in a safe and secure place which cannot be accessed by individuals other than school staff. Parents, carers and children need to be aware that the school cannot guarantee total confidentiality as the school has a statutory duty to report child protection issues.
- 1.3 Requirements regarding the use of confidential information are set out in the Trust's Data Protection Policy.
- 1.4 The Board of Directors will act in accordance with section 175 of the Education Act 2002 to safeguard and promote the welfare of pupils in school.

2. Procedures

- 2.1 Schools need to be aware of external agency policies and the differences between these agencies' policies and those of the school, in particular the difference in levels of confidentiality offered e.g teachers, school nurses and other health professionals.
- 2.2 If any questions or concerns arise related to child protection issues all staff members should be aware of the named child protection officer and referral procedures as set out in the Trust and School Child Protection Policy.

3. Roles

a. Pupil/Student

- 3.1 All pupils should know there is an adult within school they can talk to about sensitive personal issues.
- 3.2 Pupils and Students will be made aware of the boundaries of confidentiality before they are encouraged to discuss information.
- 3.3 Pupils and Students should encourage each other to seek further advice from an appropriate adult in school when sensitive issues apply and where these issues might impact on the health and safety of the pupil/student.
- 3.4 The schools should make it clear pupils and students that they should not put pressure on one another to answer questions about their own experiences where this would make them feel uncomfortable.

b. School Staff including Teaching Assistants

- 3.5 The schools should make it clear that teaching assistants and all other school staff are not able to offer pupils or their parents/carers unconditional confidentiality.
- 3.6 If staff receive information about behaviour likely to cause harm to the pupil or to others, they must pass it on to the school's named child protection officer in line with child protection procedures.

c. Agencies and Visitors

- 3.7 Health professionals are bound by their professional codes of conduct in a one-to one situation with individual pupils, but in a classroom situation they should follow the school's confidentiality policy.

- 3.8 Any outside agency has a responsibility to report back to the appropriate member of staff to confirm initial contact has been made.
- 3.9 Wherever possible agencies will work in partnership with the school to ensure the best outcome for the pupils involved.

d. Parents/carers/Carers

- 3.10 The Trust should ensure parents/carers are clear about the confidentiality policy and the role of teachers and staff working within the Trust (this includes the pupil's right to confidentiality).
- 3.11 The Trust should ensure parents/carers are clear about the differences between the Trust's and external agencies' policies with regard to confidentiality.
- 3.12 Schools should be prepared to signpost parents/carers to other relevant guidance, documentation and external agency policies.

e. Directors/Governors/SLT/Heads of School

- 3.13 The CEO needs to make clear to all staff the circumstances when he/she needs to be informed, and the importance of written information when informing the CEO.
- 3.14 It is the role of the CEO, Directors and Local Governing Bodies to make clear to parents/carers what level of information will be made available to them and under what circumstances.
- 3.15 It is the Directors' role to ensure that the confidentiality policy is reviewed every three years.

4. Record Keeping and Information Sharing

- 4.1 All incidents, information and concerns need to be recorded, dated and signed.
- 4.2 All sensitive, private and confidential information must be held securely by the designated staff (Care should be taken that this information is only shared on a need to know basis).

5. Referral

- 5.1 The Trust and all staff need to be clear about the different referral procedures required by each outside agency.

6. Training

- 6.1 Information, guidance and training of all new staff (teaching and non-teaching) should include reference to confidentiality policy and procedures. Training updates should include changes made to outside agency policy or procedures.