Policy adopted: May 2012
Policy review date: 2013
Designated SLT Link: Rick Rutter
Archway School has a duty to monitor the operation and effectiveness of policies. Designated authority: Governors' Welfare & Discipline Committee

Archway

# Confidentiality / Disclosure Policy

**Aims**

Archway School believes that the safety, wellbeing and protection of our students are the paramount consideration in all decisions staff at the school make about disclosure of information.

We will endeavour to create a trusting environment for all students in order to maximise safety for students, parents and staff.

We will ensure that all students, parents and staff know and understand the boundaries of confidentiality.

We will promote the understanding that absolute confidentiality cannot be guaranteed on the grounds of safeguarding. Safeguarding procedures will be instigated if deemed necessary.

We will ensure that everyone in the school community knows how to direct individuals to the most appropriate professional.

**Principles**

Different levels of confidentiality are appropriate for different circumstances:

- **In a classroom:**
  It will be made clear that the classroom is not the place to disclose confidential information.
- **One to one disclosures:**
  The discloser will be encouraged to discuss issues with parents but the needs of the individual are paramount and school staff will not automatically share information about the student with parents unless it is considered to be in the child's best interests.
- **Disclosures to other agencies operating a confidential service on behalf of the school:**
  Such individuals can give confidential medical advice to students provided they comply with the Fraser Guidelines (medical advice to under 16's) Cases of grave concern - perhaps relating to age, coercion or abuse will be referred through the safeguarding procedures.
- Promises about confidentiality cannot be made to students.
- Staff who are unsure about procedures following a disclosure will be encouraged to share concerns with the designated safeguarding officers without disclosing names.
- Confidentiality can be broken if there are safeguarding issues.
- Staff should be encouraged to confidentially share concerns without necessarily naming the child.
- All staff will receive basic training in safeguarding in order to ascertain what is in the best interest of the child.
- Professionals working in the school will not be expected to share confidential information about any student unless there are safeguarding issues which need to be addressed.
- Any visitor or non-teaching staff are expected to report any disclosures by student, parent/carer, which are of a concerning nature, to the designated safeguarding officer in the school as soon as possible following the disclosure.
- Where there are areas of doubt about the sharing of information the school will consult with the local safeguarding board.
- All staff will know that Rick Rutter, Elaine Coley and Kay Young are the designated safeguarding officers in the school.

**Responsibilities**
Headteacher
Senior Management Team
Heads of Department and Year
All teaching and support staff
All external agencies
All students and their parents

**Further References**
Gloucestershire County Council Guidelines (Tackling Bullying in Schools)
Behaviour Policy
Safeguarding Policy
PSE Programme
Equal Opportunities policy
Exclusions Policy
Internet User Policy
Physical Restraint Policy
SEN Policy
Home/School Agreement
LA Behaviour Plan
SWGfL
Croner's Legal Guide
Appendix