



Codsall High Federation of Schools

Confidentiality Policy

Introduction

Students who want to pass on any information must always be listened to. All members of Codsall High Federation of Schools staff must adhere to the school's confidentiality policy.

Purpose

Confidentiality procedures are in place to ensure that the interests of our students are maintained at all times. All teaching staff and support staff must act if they are made aware or suspect that a child is being abused or is at risk from abuse. If information is given which concerns Child Protection, then the Safeguarding Policy must be followed.

Guidelines

1. Teachers cannot offer or guarantee unconditional confidentiality. This must be made clear to the student. The designated senior member of staff for Child Protection/Safeguarding must be informed of all disclosures. In the absence of this member of staff one of the two deputies the deputy Child Protection Officer must be informed. From this point the Safeguarding Policy must be followed, unless it would put the student at risk to do so.
2. If a student makes a disclosure to a teacher at an inappropriate place or time, then the teacher must talk again individually to the student before the end of the school day. If this is not possible then concern must be expressed to the Designated Child Protection Lead (DCPL) or the Deputy Child Protection Lead (DCPL). If the disclosure is to a Pastoral Manager then other interviews must be cancelled to listen to the student. All details must be recorded by the member of staff. The member of staff must not give prompts, other than to clarify what is being said. Staff must use 'tell me' what happened, 'explain what happened', or 'what happened'.
3. Students must be encouraged to talk to their parents or carers. Students will be offered support to do this if required.

4. If a student refuses to tell their parent/carer then the DCPL or the DCPL will need to contact the parent/carer.
5. The DCPL or the DCPL may contact Staffordshire Children's Advice and Support service, to gain advice, contact early Help or contact First Response.
6. If information has to be passed on to other professionals for any reason the student will be told beforehand of the reason and offered support as appropriate.
7. Students at CCHS can access confidential support and information from the school nurse and Base 25. A referral will need to be made to the school nurse to gain an appointment. Access to Base 25 is through referral from the any Pastoral staff. Base 25 is bound by their professional code of conduct. If the Health Professional believes the pupil to be at risk then Child Protection/Safeguarding procedures will be followed. Outside speakers are bound by the Confidentiality Policy of their organisation. However, if a child is at risk then the school's Child Protection police must be adhered to.
8. Emails can contain confidential information so should not be opened in a place where other students can see their contents.
9. Where confidential data or information about students is sent by email it should be in a password protected file or folder.

Conclusion:

Absolute confidentiality cannot be guaranteed. Staff must always pass on information to the senior member of staff who leads on Child Protection/Safeguarding. Child Protection/Safeguarding and / or Drug Action procedures may be actioned following a disclosure.