



## CONFIDENTIALITY POLICY

Document Name	Date of Issue	Date of Revision
Confidentiality Policy - V1.0		
	October 2015	October 2018

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 Principles should define protocols which govern the receipt and disclosure of information.
- 1.3 Requirements regarding the use of confidential information should be governed by the Data Protection Act 1998.
- 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.
- 1.5 This policy should be read in conjunction with the Trusts' Sex and Relationships Education Policy, Child Protection policy and Behaviour Policy

## 1. 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 (Refer to Child protection policy).
- 2.3 All action is taken in line with the following guidance:
  - Bournemouth, Dorset and Poole Inter-Agency Child Protection Procedures & Guidance
  - DfES Guidance (0027/2004) – Safeguarding Children in Education OFSTED 2002.
  - Sex and Relationships. A report from Her Majesty's Chief Inspector of Schools
  - Best practice guidance for doctors and other health professionals on the provision of advice
  - and treatment to young people under 16 on contraception, sexual & reproductive health,
  - Sexual Offences Act 2003
  - The Children's Act
  - Every Child Matters.

## 2. 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).
- 4.3 Personal data should be processed in accordance with the rights of individuals under the Data Protection Act 1998.
- 4.4 Schools/parents/carers should be made aware of the Bournemouth, Poole and Dorset information sharing protocol. For further guidance see [www.dorsetforyou.gov.uk](http://www.dorsetforyou.gov.uk)

#### **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.

## **Appendix A**

### **CONTACT DETAILS SOUTH EAST (Christchurch, Ferndown, Wimborne and Purbeck)**

#### **ACCIDENT AND EMERGENCY SERVICE**

##### **Bournemouth – Accident and Emergency – 24-hour Trauma Unit**

Contact: Royal Bournemouth Hospital  
Castle Lane East, Bournemouth BH9 7DW  
01202 303626

##### **Poole – Accident and Emergency – 24-hour Trauma Unit**

Contact: Poole General Hospital  
Longfleet Road, Poole BH15 2JB  
01202 442202

##### **Wimborne - Accident and Emergency – 8am – 8pm – Minor Injuries Unit only**

Contact: Victoria Hospital  
Victoria Road, Wimborne BH21 1ER  
01202 858200

##### **Swanage– Accident and Emergency 24 hrs Minor Injuries only**

Contact: Queens Road, Swanage  
01935 475122

##### **ASSIST (referrals from Social Care and Health Child Care)**

Contact: ASSIST  
Southgrove Cottage, Trinity Street, Dorchester, DT1 1TV  
01305 213866  
Community based service, counselling access to inpatient and residential services; advice and information, one-to-one work with young people, advice to parents/carers and carers. Family-wide provision.

##### **Connexions**

Contact: Connexions  
Amesbury House, 2 Pendruffle Lane, Poundbury  
Dorchester, DT1 3WJ  
01305 260600  
Provides confidential advice, support and information for 13 – 19 year olds.

##### **SHADOWS (Shire Alcohol and Drug Outreach Worker Service)**

Contact: Christchurch 07074 333023  
Ferndown/Wimborne 07776 181480

SHADOWS is an outreach service for all young people under the age of 21 who live in the Christchurch, Ferndown and Wimborne areas:

- It aims to inform and educate about the realities and consequences of drug and alcohol use/misuse so that hopefully wise choices can be made.
- It offers non-judgmental support to young people whose lives may already be adversely affected by drug and/or alcohol misuse.
- Young people can talk through their feelings in a safe environment, where they can get help to explore what they want to do and the options and possibilities open to them.

**DDAAS (Dorset Drug and Alcohol Advisory Service)**

Contact: Head Office: 01305 760799

Swanage 01929 422777

- DDAAS is a free and experienced information advice and support agency, staffed by a team of trained volunteers and paid staff. Support is offered through a befriending and a problem solving approach to anyone who may have concerns about their substance use, or that of a relative or friend, on a confidential and one-to-one basis.
- The Young Persons Substance Misuse Outreach service works within the range of 11-25 years of age, or commencing school year 7 for educational work. The role of this position is to support other agencies, organisations and educational establishments with services providing drug education, information, identification and referral of young substance mis-users; services providing drug related prevention and targeted education, advice and informal counselling services. This is implemented through one-to-one work with young people who are affected by drug misuse. This works at a pre-contemplative and contemplative level, empowering clients to positively address the issues themselves. Where appropriate, referrals to specialist services are made and continued support offered.

The Young Persons Outreach Worker can offer the school:

- drug, alcohol and smoking awareness lessons for year 7 and above; addressing peer pressure and identifying the potential wider social impact of substance use.
- information and advice on all aspects of substance use for students, teachers and parents/carers/carers;
- one-to-one support sessions for referred students, enabling them to look at the issues and options and empowering positive change;
- small group work aimed at identified vulnerable students (both individual and small group work will involve more detailed drug specific information: raising awareness, exploring attitudes towards substance use, consequences of drug use, and explanation of levels of use and the law;
- relative support for parents/carers/carers and students who are concerned about a family member's drug or alcohol use.
- act as a first point of contact and offer referrals on to other agencies should there be more specific needs.

**Executive Nurse**

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