



Policy for

Confidentiality

Prepared by:	Adopted by Board of Trustees	Signed	Renewal Date (Annual)
MATBOM	May 2017	S Bowen ----- Chair of Board of Trustees	Spring term 2018/19

For the purpose of this policy, 'confidentiality' is an understanding that any information shared with someone in trust will only be passed on to a third party with the prior agreement of the person disclosing it.

Within this policy, a 'disclosure' is the sharing of any private information; this term does not solely relate to child protection issues.

The term 'limited confidentiality' refers to the disclosure of information with professional colleagues; however, the confider would not be identified except in pre-determined circumstances.

We feel we can only offer limited and not absolute confidentiality at our Academies as the safety, well-being and protection of our pupils are the main consideration in all decisions Trust and Academy personnel make. Every member of staff and visitor to our Academies must agree to the safeguarding conditions set out on the signing in system.

We stress that Trust/Academy personnel must make it clear when in discussion with pupils or parents/carers that there are limits to confidentiality that can be offered, so that they can make informed decisions about the most appropriate person/s to talk to about the personal matters that have been disclosed.

We believe we have created safe and supportive school environments which encourage pupils to talk to staff in order to share their problems. Trust between pupils and staff is an established part of all academies' ethos.

We acknowledge that a transparent confidentiality policy will help us meet the Every Child Matters outcomes of 'be healthy' and 'stay safe'.

We wish to work closely with the School Councils and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aim

To ensure that all information shared in confidence by pupils, parents/carers will only be used to enhance the safety, well-being and protection of our pupils.

Procedure

<p>Role of the Principal</p>	<ul style="list-style-type: none"> • The Principal will communicate this policy to all Academy personnel, pupils, parents/carers, local governors, outside agencies and visitors by: <ul style="list-style-type: none"> ▪ organising in-house training for Academy personnel on Child Protection and Safeguarding; ▪ organising governor training sessions;
<p>Role of Academy Personnel</p>	<ul style="list-style-type: none"> • Academy personnel will: <ul style="list-style-type: none"> ▪ comply with this policy by not promising at any time absolute confidentiality when a disclosure has been made to them; ▪ undertake appropriate training; ▪ pass on confidential information for the safety, well-being and protection of our pupils to the Designated Safeguarding Lead
<p>Role of Pupils</p>	<ul style="list-style-type: none"> • Pupils will be aware: <ul style="list-style-type: none"> ▪ that they can talk about any concerns or worries they have with Academy personnel; ▪ of the confidentiality statement and that information will be shared for their own safety and well-being; ▪ of how to access confidential support such as Childline and drop in sessions with the school nurse; ▪ that they will be encouraged by the Academy to discuss any matters that they have brought to the attention of the Academy with their parents/carers.
<p>Role of Parents</p>	<ul style="list-style-type: none"> • Parents/carers work in partnership with the Academy and are kept informed of their child's progress and behaviour. • Parents have ready access to the files and records of their children (subject to Data Protection regulations).
<p>Role of Academy Visitors (Outside Agencies and Parent Helpers)</p>	<ul style="list-style-type: none"> • All Academy visitors will be made aware of the Academy policy about disclosures and confidentiality. • All visitors must report any concerns they have regarding (a) pupil/s. • All disclosures must be reported.

Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none">• The effectiveness of this policy will be reviewed annually, or when the need arises, and the necessary recommendations for improvement will be made to the MAT Policy Coordinator.
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