

STUDENT CONFIDENTIALITY POLICY

Rationale

The governing body believes it is in the best interests of students to inform them of the school's policy on confidentiality. Absolute confidentiality cannot be guaranteed. Staff have a duty to protect young people from serious harm. If a member of staff hears or sees something that suggests a young person, or another person, is at risk of serious harm or of causing serious harm to others then they must refer it to a senior member of staff. The member of staff would talk with the young person first and try to get them to agree to a referral. Sharing information without the consent of the student is only recommended if it is in the young person's best interests to do so and there is a risk of harm to the young person or to others.

Policy

The purpose of the school's student confidentiality policy is to:

- ensure that students are aware of what information will remain confidential prior to seeking advice
- understand that some information may not be kept confidential and will be shared with other agencies eg police

Guidelines

1 Abuse

Where a student makes a disclosure of abuse this cannot remain confidential. Information will be passed to the designated teacher for safeguarding who will meet with the student and liaise with the appropriate agencies. It is a legal requirement that all disclosures of abuse are passed on to the relevant agencies.

2 Drug Abuse

Where a student is identified as using or supplying illegal drugs or alcohol on school premises the school will inform the student's parents or carers. In the case of supplying illegal drugs the police will also be informed.

3 Contraception

All young people, including those aged under 16, are entitled to confidential sexual health and contraceptive advice and treatment. Details of local agencies providing contraceptive advice and treatment will be displayed in various locations around the school and shared with students in personal wellbeing lessons. Where information is provided directly to a student this information will be confidential.

Brook Bedfordshire delivers a sexual health outreach service on school premises on a Friday between 12.30 pm and 2.30 pm.

Brook's confidentiality statement states:

"Brook is committed to providing a confidential service to young people while safeguarding them from serious harm. Our priority is the needs of our clients and we will respect their right to confidentiality except in the most exceptional circumstances where they, or another young person, are judged to be in serious and immediate danger".

Professional information and guidance will always be available from a health professional eg the school nurse, Brook Bedfordshire, local clinic. Where a student is referred to a health professional the referral will be confidential.

4 **Pregnancy**

As long as funding is available free pregnancy tests will be available in school through the school counsellor, PSO's, the Deputy Head (Pastoral) and the student's head of year. The results of any test will remain confidential.

5 **Sexually Transmitted Infections (STIs)**

All students will be offered the opportunity to take a free chlamydia test through Brook Bedfordshire. The results of the test will be confidential and will only be shared with the student.

6 **Personal Information**

The school will not provide personal information about a student to other individuals. School staff are informed that personal information about a student and his/her family is confidential and should not be passed on to other people. Staff should not discuss students or family members in public places or in a situation where the information shared may be overheard.

The school will provide personal information about a student to the police where this information will assist the police with their investigations eg students' home address and telephone number.

The school will provide personal information about a student to the EBP Careers Adviser based at the school to assist with careers guidance unless the parents or the student (where the student is over 16) indicates that they do not wish information to be shared.

Medical information about a student, such as allergies, are shared with appropriate individuals eg school staff, employers at a work placement, college staff (where the student attends college) to ensure the health and safety of the student.

Where a student has an accident on school premises or whilst on an educational visit details of the accident will be shared with the relevant medical staff, the LA and the Health and Safety Executive where appropriate.

7 **Counselling Service**

The school's counselling service is confidential unless the student makes a disclosure of abuse, in which case details must be passed to the designated teacher for safeguarding. This is a legal requirement.

Monitoring, Evaluation and Review

- 1 The policy will be monitored and evaluated annually by the Pastoral Deputy Head and the relevant agencies.
- 2 The policy will be reviewed every three years by the senior leadership team.

Dissemination of the Policy

This policy is available on the school website, on request to parents, the LA and Ofsted through the Headteacher.

Other policies that have relevance are:

Careers Guidance
Sex and Relationships Education
Safeguarding
Freedom of Information
Health and Safety

Date approved by the governing body	March 2013
Date for review	March 2016