



## Confidentiality policy

### **Aim of the policy**

To protect young people at all times, to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout Wize Up which is understood by young people, parents/carers and staff and volunteers.

Objectives:

- To provide consistent messages in school about handling information about young people once it has been received.
- To foster an ethos of trust within Wize Up.
- To ensure that staff, volunteers, parents and young people are aware of Wize Up's confidentiality policy and procedures.
- To reassure young people that their best interests will be maintained. To encourage young people to talk to their parents and carers.
- To ensure that young people and parents/carers know that school staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
- To ensure that if there are child protection issues, the correct procedure is followed.
- To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
- To understand that health professionals are bound by a different code of conduct.
- To ensure that parents have a right of access to any records Wize Up may hold on their child but not to any other child that they do not have parental responsibility for

### **Instances when confidentiality will need to be broken**

- Where there is risk of serious harm or threat to life.
- Where urgent medical treatment is needed.

- Where a serious crime has been committed.
- Where the use or supply of illegal drugs is involved.
- Where it is felt that an issues has a racial motive.

### **Guidelines**

- All information about individual young people is private and should only be shared with staff that need to know.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Parents have ready access to the files and records of their own young people but do not have access to information about any other child. Parents should not have access to any other child's books, marks and progress grades at any time especially at parents evening. However parents should be aware that information about their child will be shared with the receiving school when they change school.
- Parents and young people need to be aware that Wize Up cannot guarantee total confidentiality and Wize Up has a duty to report child protection issues.
- Wize Up has appointed a senior member of staff as child protection officer/ designated safeguarding lead. Child protection procedures are reviewed regularly and readily available to staff.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a professional basis.
- Wize Up encourages young people to talk to parents about issues causing them concern and may in some cases support the young people to talk to their parents. Wize Up would share with parents any child protection disclosure before going on to inform the correct authorities - unless this would put the child at further risk.

Wize Up prides itself on good communication with parents and staff are always available to talk to both young people and parents about issues that are causing concern.

- Clear ground rules must be set for any classroom work such as a PHSE session dealing with sensitive issues.
- Wize Up is proactive so young people feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
- Staff should be aware of young people with medical needs and where to find further information if needed.

- All parents are asked to sign a permission slip for using pupil photographs. An up-to-date list is held in the office and relevant names are given to individual class teachers. Wize Up allows parents to photograph / film school public events (e.g. performances / sports events).
- Information regarding health reports such as speech therapy, medical reports, SEN reports, SEN minutes of meetings and social services minutes of meetings and reports are filed in a secure location.
- Health professionals have their own code of practice dealing with confidentiality.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Role of the Management Committee are mindful that from time to time issues are discussed or brought to their attention about staff and young people. The Committee observe complete confidentiality when asked to do so, especially in relation to matters concerning individual staff, young people or parents. Decisions reached at meetings are made public through the minutes, except confidential items which are not a public record.

### **Monitoring and Evaluation**

The policy will be reviewed as part of Wize Ups monitoring cycle.

Date reviewed: October 2022. Date of next review: October 2023 (or when relevant legislation is amended)