



# Student Confidentiality Policy v3

## Strive for Education

<b>Approved by:</b>	Sonja Brown	<b>Date:</b>	08/09/2022
<b>Last reviewed on:</b>	March 2025, May 2026	<b>Next review date:</b>	May 2027
<b>Location:</b>	SharePoint: Staff Area > Staff Information > Policies Website: <a href="https://striveforeducation.co.uk/policies/">https://striveforeducation.co.uk/policies/</a>		

### Changes since last review:

Last National College update August 2025. New and updated information in this policy is highlighted in **blue filled and bold text**.

## Contents

1. <b>[Updated]</b> Legal framework .....	0
2. Definitions.....	0
3. <b>[Updated]</b> Roles and responsibilities.....	0
4. <b>[Updated]</b> Limits of confidentiality.....	1
5. Classroom confidentiality .....	2
6. <b>[Updated]</b> One-to-one disclosures .....	3
7. Disclosures to health professionals .....	3
8. Breaking confidentiality .....	3
9. Guidance for teaching staff.....	4
10. External visitors.....	4
11. Informing parents .....	5
12. <b>[Updated]</b> Safeguarding .....	5
13. Monitoring and review .....	5
13. Staff Information Sharing Flowchart.....	6

## 1. Statement of intent

Strive for Education (Strive) understands that the safety, wellbeing and protection of students is of paramount importance. With this in mind, all students must be able to expect certain levels of trust when sharing personal information with school staff.

Students need to know that they can seek help from the school in a safe and confidential manner.

This policy guides school staff and visitors on the policy and procedures surrounding confidentiality.

Staff members adopt a supportive and accepting attitude towards students as part of their general responsibility for pastoral care. It is our hope that students and parents feel free to discuss any concerns and worries they have, that may affect educational progress with members of the school team.

The Student Confidentiality Policy aims to:

- Promote a supportive and accepting ethos within the school.
- Safeguard the wellbeing of students.
- Build trust between students and staff.
- Empower students to exercise control over their situation and voice their concerns.
- Prevent the school dealing with each disclosure in isolation.

## 1. **[Updated]** Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- **[NEW]** DfE 'Keeping Children Safe in Education'
- **[NEW]** DfE 'Working Together to Safeguard Children'
- The Education Act 2011
- The UK General Data Protection Regulation (GDPR)
- The Data Protection Act 2018
- The Human Rights Act 1998
- The Freedom of Information Act 2000

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Whistleblowing Policy
- Disciplinary Policy and Procedure
- Records Management Policy
- Freedom of Information Policy
- Online Safety Policy

## 2. Definitions

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

For the purpose of this policy, '**disclosure**' is the sharing of any private information, but which is not solely in relation to child protection issues.

Disclosure of the contents of a conversation may be discussed with professional colleagues, but the confider is not identified except in pre-determined circumstances.

## 3. **[Updated]** Roles and responsibilities

**[Updated]** The proprietors will:

- Ensure staff understand why they must agree to the regulations set out in this policy and the documents outlined in the legal framework.
- Remain informed of any confidentiality, safeguarding for data protection concerns within the school.
- Decide on the appropriate disciplinary procedures that will be placed upon any staff member who is in breach of their confidentiality agreement or otherwise withholds, discloses, or shares confidential information without reason.

- Ensure that this policy is kept up-to-date with all other documents, policies and statutory frameworks which operate in conjunction with this policy.
- **[NEW]** Ensure staff are aware of and adhere to confidentiality requirements.
- **[NEW]** Lead the school's approach to confidentiality breaches, including disciplinary actions where necessary

**[Updated]** The DPO will:

- Address all concerns relating to data protection.
- Provide advice in the event of a data breach.
- **[Updated]** Implement appropriate data breach mitigation strategies
- Understand all relevant legislation including the Data Protection Act 2018 and the UK GDPR.
- Understand how to correctly withhold, store, move and share data.
- Ensure that the school's data is protected at all times and react quickly to any vulnerabilities.

The DSL will:

- Understand the importance of information sharing with other schools, safeguarding partners, practitioners and any other relevant agencies or organisations.
- Understand relevant data protection legislation and regulations with particular reference to the Data Protection Act 2018 and the UK GDPR.
- Keep detailed, accurate, secure written records of concerns and referrals and understand the purpose of record-keeping.

**[Updated]** All staff members, volunteers and individuals working in cooperation with the school will:

- Uphold their responsibility and duty in relation to confidentiality.
- **[NEW]** Only share personal data with authorised individuals who have a need to know
- Ensure that information and personal details are not shared or discussed with others, except for the appropriate bodies.
- Keep information regarding the school, including its students and parents, confidential.
- **[NEW]** Report breaches or concerns promptly to the DPO or DSL where the breach could also be a safeguarding concern

#### 4. **[Updated]** Limits of confidentiality

The school aims to strike a balance between confidentiality and trust, and ensuring the safety, wellbeing and protection of its students.

**[Updated]** In almost all cases of disclosure, staff will offer only limited confidentiality. This means that while information shared by a student will be treated sensitively and respectfully, it may need to be passed on to appropriate individuals, such as the DSL, if there is a concern about the student's wellbeing, safety, or if legal obligations require it.

**[New]** The school will ensure that all staff understand that the Data Protection Act 2018 and the UK GDPR do not prevent the lawful sharing of personal information where doing so is necessary to

safeguard and promote the welfare of children. Safeguarding will always take precedence over data protection concerns where the two appear to be in conflict.

**[New]** Staff will share relevant information with the appropriate individuals or agencies without hesitation when there is a concern that a child may be at risk. Where a staff member is in any doubt about whether information should be shared, they will speak to the DSL or a deputy immediately to seek guidance.

**[New]** The school will actively promote a culture of responsible information sharing, where fears about breaching confidentiality or data protection will never be allowed to stand in the way of protecting a child from harm. Ongoing training and guidance will reinforce that it is both lawful and essential to share information when it is in the best interest of the child's safety and wellbeing.

**[Updated]** All school staff, volunteers and external partners will exercise their professional judgment to determine whether they will inform a student that a disclosure may be kept in confidence, and whether that confidence will be maintained after hearing the information. The school will take the stance that all information about individual students is private and should only be shared with other professionals who have a **legitimate need to know**. Under no circumstances will personal information about students, staff members or the school be passed on indiscriminately.

Only information that is necessary for the purpose it is being shared for will be shared. All decisions and reasons for sharing data will be recorded by the DPO.

**[Updated]** When confidentiality must be broken because a child may be at risk of harm, in accordance with the school's Child Protection and Safeguarding Policy, the school will ensure the following:

- Students will be told when information has been passed on
- Students will be kept informed about what will be done with their information
- **[Updated]** Students will be told exactly who their information has been passed on to, and kept informed throughout the process in order to alleviate any fears concerning the information becoming common knowledge,

## 5. Classroom confidentiality

It is made clear to students that the classroom is not a place to disclose confidential, personal information.

Students are made aware that a staff member is always available to talk to them in private when needed.

If a visitor to the classroom is contributing to the lesson, they will work within the same boundaries of confidentiality as the teacher.

## 6. **[Updated]** One-to-one disclosures

Where it is possible and reasonable and safeguarding concerns do not apply, consent will be sought for data processing as outlined in the school's Privacy Notice where an individual may not expect their information to be passed on. Consent will be explicit and freely given, and the student will be told as to why, what, how and with whom their information will be shared.

Staff members will never promise a child that they will not tell anyone about a report of abuse, and will make it clear to students that they may have to pass on some information if they believe the student is at risk.

**[Updated]** When students make one-to-one disclosures, staff will:

- Listen calmly and non-judgementally
- Avoid interrogation and leading questions
- Use open-ended prompts, e.g. what, when, where
- Avoid repeat disclosures to multiple staff
- Maintain a written and factual record
- Inform students before any information is shared—unless it would compromise their safety

When concerns for a student come to the attention of staff, e.g. through observation of behaviour, injuries or disclosure, however insignificant these might appear, the member of staff always discusses the issue with the DSL as soon as possible.

In accordance with the school's Child Protection and Safeguarding Policy, more serious concerns, such as those involving potential abuse, are immediately reported to ensure that any intervention necessary to protect the student is accessed as early as possible.

## 7. Disclosures to health professionals

Health professionals, may give confidential medical advice to students, provided the information is in regard to the student's wellbeing, and they are competent to do so and follow the correct procedures.

## 8. Breaking confidentiality

When confidentiality must be broken because a student may be at risk of harm, in accordance with our Child Protection and Safeguarding Policy, the school will ensure the following:

- Students are told when the information has been passed on
- Students are kept informed about what will be done with the information
- To alleviate their fears about who else may be aware of the information, students are told exactly who their information has been passed on to
- The Headteacher is to be informed of any child protection concerns
- Staff members are contractually obliged to immediately inform the Headteacher

Staff members are not obliged to inform the police on most matters relating to illegal activity, such as illegal drugs or assaults; instead, these are assessed on a case-by-case basis with the support of the SLT.

Staff members are not permitted to pass on personal information about students indiscriminately.

## **9. Guidance for teaching staff**

The safety and protection of the student is the paramount consideration in all confidentiality decisions. Staff members are not obliged to break confidentiality unless there is a child protection concern and are encouraged to share their concerns about students in a professional and supportive way.

In extreme cases, staff in breach of this policy may face disciplinary action, if it is deemed that confidential information was passed on to a third party without reasonable cause.

The following principles are adhered to when supporting students:

- Personal matters are discussed at an appropriate time and place
- Students with concerns are spoken to in confidence as soon as possible
- Where there are child protection concerns, the student is always spoken to in confidence before the end of the school day
- Students are told, prior to disclosures, that a staff member cannot guarantee confidentiality if they think a student is being hurt by others, hurting themselves, or hurting someone else
- Students are listened to carefully without judgement and it is made clear how the report will be progressed
- Students are not interrogated or asked leading questions
- Students are only prompted where necessary with open questions, e.g. where, when, what
- Students are not placed in the position of having to repeat the disclosure to several people
- A written record is made of the report
- Students will be informed before any information is shared, provided it is determined that this would not risk the child's safety
- Where appropriate, students are told to confide in their parents

Staff members may find themselves dealing with highly personal issues and potentially upsetting disclosures. With this in mind, staff members are encouraged to seek help from the DSL if they are unsure about how to respond to a situation.

The school has access to several external agencies that specialise in providing advice and support.

## **10. External visitors**

All external visitors are made aware of the Student Confidentiality Policy and work within its limits when interacting with students.

Healthcare professionals work within their codes of confidentiality when delivering their services within the school.

## **11. Informing parents**

The school works with parents to create a partnership of trust. It endeavours to inform parents of their child's progress and behaviour.

When a student discusses a personal matter with a staff member, they are encouraged to share the information with their parents unless there is an identifiable child protection risk associated.

Where a staff member believes a child protection risk is posed in regard to the family of the student, following a disclosure, the staff member will immediately contact the DSL and local safeguarding officer.

All parents are made aware of the school's Student Confidentiality Policy and are informed that a copy can be viewed at the school office and on the school website.

Parents are made aware that the school cannot offer complete confidentiality if they deem a student is at risk from harm.

## **12. [Updated] Safeguarding**

The school will act in accordance with its Child Protection and Safeguarding Policy at all times when dealing with safeguarding issues.

All child protection and safeguarding concerns will be treated in the strictest of confidence in accordance with school data protection policies.

The school will do all it can to protect the anonymity of students involved in any report of sexual violence or sexual harassment.

**[New]** The sharing of safeguarding information will be managed in accordance with the Sharing Safeguarding Information Policy.

## **13. Monitoring and review**

This policy is reviewed annually by the DSL and the Headteacher.

The scheduled review date for this policy is May 2027.

### 13. Staff Information Sharing Flowchart

