

Build-a-Future

Main Road, West Ashby, Horncastle, Lincolnshire, LN9 5PT 01507 524015

Confidentiality Policy - Learners



Aim:

To protect the learner at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout Build-a-Future which is understood by learners, parents/carers and staff.

Rationale:

Build-a-Future seeks to put the learner at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of Every Learner Matters Agenda and to address the issues, which may arise about confidentiality.

It is committed to developing creative and positive ways for the learner's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Build-a-Future is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. Build-a-Future has a duty of care and responsibility towards learners, parents/carers and staff. It also needs to work with a range of outside agencies and share information on a professional basis.

Striking an effective and professional balance between these two aims is crucial to the success of a confidentiality policy.

Objectives:

- To provide consistent messages in the Centre about handling information about learners once it has been received.
- To foster an ethos of trust within Build-a-Future.
- To ensure that staff, parents and learners are aware of Build-a-Future's confidentiality, policy and procedures.
- To reassure learners that their best interests will be maintained.
- To encourage learners to talk to their parents and carers.
- To ensure that learners 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 learner protection issues then the correct procedure is followed.
- To ensure that confidentiality is a whole Centre 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.

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- To ensure that parents have a right of access to any records the Centre may hold on their learner but not to any other learner that they do not have parental responsibility for.

Guidelines:

All information about individual learner is private and should only be shared with those staff who have a need to know. All children's services, medical and personal information about a learner should be held in a safe and secure place which cannot be accessed by individuals other than Build-a-Future staff.

Build-a-Future continues to actively promote a positive ethos and respect for the individual:

- The Learner Protection Officer receives regular training. The Headteacher has ultimate responsibility for learner protection.
- There is clear guidance for procedures for the handling of learner protection incidents.
- All staff have regular training on learner protection issues.
- There is clear guidance for procedures if a member of staff is accused of inappropriate conduct.
- Staff are aware that effective sex and relationship education which brings an understanding of what is and is not acceptable in a relationship, can lead to disclosure of a learner protection issue.
- Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow Build-a-Futures discipline policy.
- Information collected for one purpose should not be used for another.
- Parents/carers and learner need to be aware that Build-a-Future cannot guarantee total confidentiality and Build-a-Future has a duty to report learner protection issues.
- Build-a-Future prides itself on good communication with parents and carers and staff are always available to talk to both learner and parents/carers about issues that are causing concern. Build-a-Future encourages learner to talk to parents/carers about issues causing them concern and may in some cases support the learner to talk to their parents. Build-a-Future would share with parents/carers any learner protection disclosure before going on to inform the correct authorities.
- Parents/carers and learners should feel reassured that in exceptional circumstances confidentiality will be broken.
- All learners have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. A lot of data is generated in Build-a-Future by these categories but an individual learner should not be identified.
- Build-a-Future has appointed a senior member of staff as Learner Protection Officer. Learner protection procedures are understood by staff and training is undertaken every two years for all staff.

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- Confidentiality is a whole site issue. Clear ground rules must be set for any classroom work such as circle time and other PSD sessions dealing with sensitive issues such as death etc. Strategies are in place and all learners are aware of them for dealing with sensitive information which may fall outside the boundaries of learner protection procedures. The Centre needs to be proactive so learners feel supported but information is not necessarily revealed in a public arena.
- 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.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of learners with medical needs and the personal information sheet should be accessible to staff who need the information but not on general view to other parents/carers and learners.
- Photographs of learners should not be used without parents/carers permission especially in the press and on the internet and further details about this are clearly stated in Build-a-Future's Acceptable (Internet) Use Policy.
- Information about learners will be shared with parents/carers but only about their learner. Parents should not have access to any other learner's books, marks and progress at any time, especially at parents' evening. However, parents should be aware that information about their learner will be shared with the receiving school when they change school. All personal information about learners, including social services records should be regarded as confidential. It should be clearly understood by those who have access to it, and whether those concerned have access to all, or only some of the information.

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