

# CONFIDENTIALITY POLICY

## WHY DO WE HAVE THIS POLICY?

The policy of Notre Dame Catholic College is to work in partnership with parents and carers in order to promote the welfare and education of children. The school also aims to build up relationships of trust between teachers and pupils. Pupils and parents should feel able to raise with the school private, personal and family matters, including concerns about safety and welfare, in the knowledge that these will be dealt with sensitively.

## HOW DOES THE SCHOOL RESPOND?

The school will operate on the presumption that no information can ever be accepted in complete confidence or in secret. Though all information will be treated with care, it cannot be treated in confidence and will be shared in respect of the following three qualifications:

- a) any member of staff who receives information has the right to seek the advice, guidance or support of a senior colleague, when she/he feels the need to do so. In cases where members of staff feel a matter is beyond their level of competence, they should refer the matter to a member of the Senior Leadership Team.
- b) If serious concerns are raised about the safety or welfare of a child, a member of staff must act within the school's Safeguarding Policy and is required to refer concerns or allegations to the School's Safeguarding Officer, Mrs Colette Peaker, who may then decide to involve the police or social services.
- c) Wherever appropriate, a member of staff will inform a pupil or parent/carer when she/he feels she/he must pass on something they have been told and will explain the reasons for doing so. This would not apply in an emergency or where a child's safety or welfare would be seriously compromised. Reference should be made immediately to the Safeguarding Officer.

The school will not pass on to other individuals or agencies, information it has about pupils and their families, except with their permission, or where the information is already in the public domain, or where the school is obliged to do so by the law or a court order. When a child moves to another school, the pupil's personal file is passed on as a matter of course.

Once a pupil reaches the age of sixteen, the school will deal directly with the pupils as well as with her/his parents/carers. Information given to staff by post-16

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pupils will not usually be communicated to their parents/carers without the pupils' permission, unless there are exceptional circumstances.

## **MONITORING AND EVALUATION**

This policy will be monitored by a member of the Senior Leadership Team to ensure that all matters of sensitivity are dealt with appropriately and in line with the Safeguarding Policy and Procedures of the school.

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