

HEBBURN COMPREHENSIVE SCHOOL



GUIDELINES RE. CONFIDENTIALITY OF PUPIL INFORMATION

FOR USE BY TEACHERS, NON-TEACHING
STAFF AND OTHER ADULTS

[This policy links with the Child Protection Policy]

Approved by Governors: December 2009

Review Date: December 2011

Notes:

- 1. For the purposes of this policy and its implementation, a “young person” is defined as a pupil on the role of Hebburn Comprehensive School.**
- 2. Health and social care professionals are bound by their own specific professional codes of conduct; when working on site with pupils of Hebburn Comprehensive School, they are required to observe the school’s guidelines re. confidentiality.**

If a young person makes a disclosure of a confidential nature to an adult on school premises, the following guidelines should be observed:

1. The young person should be reassured that any action taken will be in his/her own best interests.
2. The young person will be told that no offer of unconditional confidentiality can be made, but that sharing of information will be on a ‘need to know’ basis only.
3. If it is deemed to be in the young person’s best interests that information should be shared with other professionals or adults with an interest in the young person’s well-being, the young person will be the first to be informed and will be supported throughout.
4. If there is any concern that the young person has been abused, Child Protection guidelines will be followed.
5. The young person should be encouraged to talk to a trusted adult – preferably a parent or carer.

The law allows health professionals, in some circumstances, to work confidentially with young people; part of this process includes counselling related to talking to parents.

As part of PSHCEE programmes, young people should be made more generally aware of the law in relation to sexual activity and local confidentiality services.

6. The young person should be informed of appropriate sources of confidential help, e.g. GP, School Nurse, *Matrix*.
7. Following a disclosure of a confidential nature during the school day, every effort should be made to arrange a meeting for the young person with a health or social care professional before the close of the school day.
8. Parents/carers will be informed by relevant school staff, unless there is a potential safeguarding issue in so doing.