



## Confidentiality Policy

### Safeguarding and Child Protection Information

Date of publication:	April 2015
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Principal:	Gillian May
Senior Designated Safeguarding Person: (SDSP)	Anne Entwistle, Vice Principal
Designated Safeguarding Person: (DSP)	Jo de Louvois, Student Welfare Manager
Nominated Safeguarding Governor:	Gareth Osborn

**This policy should be interpreted in the context of other relevant College Policies and Procedures, particularly BCA Safeguarding Child Protection and Safeguarding Policy (April 2015), BCA Safeguarding Annual Audit December (2015) and the Single Equality Scheme (Updated April 2015).**

### Mission Statement

**Providing high quality education that gives our students the knowledge, skills and experience to be successful in their chosen career.**

## **Aim**

To protect the student 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 the College which is understood by students, parents/carers and staff.

## **Rationale**

- BCA seeks to put the student at the heart of the learning process and to provide a safe and secure learning environment. It seeks to acknowledge and support individual rights and needs and to address the issues, which may arise about confidentiality.
- It is committed to developing creative and positive ways for the student voice to be heard whilst recognising the responsibility to use, hold and safeguard information received.
- The College is mindful that it is placed in a position of trust and there is a general expectation that a professional approach will be used in all matters of confidentiality.
- The College has a duty of care and responsibility towards students, parents/carers and staff.
- It also needs to work with a range of external agencies and share information on a professional need to know basis.

## **Objectives**

1. To provide consistent messages in college about handling information regarding students once it has been received.
2. To foster an ethos of trust within the college.
3. To ensure that staff, parents and students are aware of the college's confidentiality policy and procedures and to run this policy in conjunction with the BCA Safeguarding Child Protection and Safeguarding Policy (April 2015)
4. To reassure students that their best interests will be maintained.
5. To encourage young people to talk to their parents and carers.
6. To ensure that students and parents/carers know that college staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all through rigorous monitoring and evaluation.
8. To ensure that where there are child protection issues then the correct procedure is followed.
9. To ensure that confidentiality is a whole college issue and that ground rules are set for the protection of all.
10. To understand that health professionals are bound by a different code of conduct.

## Guidelines

- All information about individual students is private and should only be shared with those staff who have a need to know.
- All social services, medical and personal information about a student should be held in a safe and secure place which cannot be accessed by individuals other than college staff, again on a need to know basis.
- The college will continue to actively promote a positive ethos and respect for the individual.
- There is clear guidance for procedures for the handling of child protection incidents.
- All staff receive annual training on child protection, safeguarding and current associated issues.
- There is clear guidance for procedures if a member of staff is accused of inappropriate conduct.
- Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the college discipline policy.
- Information collected for one purpose should not be used for another.
- Parents/carers and students need to be aware that the college cannot guarantee total confidentiality and the college has a legal duty to report child protection issues.
- Parents/carers and students should feel reassured that only in exceptional circumstances confidentiality will be broken.
- All students 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 colleges by these categories but individual students should not be identified.
- The college has appointed a senior member of staff as Senior Designated Safeguarding Person (SDSP). Child protection procedures are understood by staff and training is undertaken every year for all staff.
- Confidentiality is a whole college issue. Clear ground rules must be set for any classroom / tutorial situation so that sensitive issues can be dealt with appropriately, such as death etc. 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.
- Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of individual students with medical needs. This information is held with the Student Welfare Manager (SWM) and is issued on a need to know basis.
- Photographs of students should not be used without permission especially in the press and on the internet.
- Information about students will be shared with parents, as appropriate, but only about their child. Parents should not have access to any other student's progress at any time, especially at parents' evening. However, parents should be aware that information about their child will be shared with the receiving college/university when they progress.
- All personal information about students, including social services records should be regarded as confidential and will be held in a locked cupboard with the SWM or electronically with password.