

**Kingsdown Secondary School
Confidentiality Statement for Staff and Visitors**

This statement applies to all employees of Kingsdown Secondary School, temporary staff, any voluntary staff and visitors.

Confidentiality is defined for the purposes of this statement as “*something which is spoken or given in confidence; private, entrusted with another’s secret affairs.*”

When speaking confidentially to someone the confider has the belief that the confidant will not discuss the content of the conversation with another. That is the content would be kept secret by the confidant.

Confidentially for the purposes of this statement relates to:

1. Any information including sensitive or private information **given to adults concerning children** in their care or prospective children in their care or in the care of MRCS and/or
2. Any personal or sensitive information, especially information raising child protection concerns, **shared by children with an adult**
3. Concerns or information about the conduct or intentions of **another staff member**
4. Information pertaining to the management and or leadership of finances of Kingsdown Secondary School.

It is important for all staff to understand and be clear about when and with whom information can be shared and in what circumstances it is appropriate to do so. When uncertain, staff should seek advice from the Head Teacher or additionally where issues of child protection or safeguarding are concerned, the Designated Lead for Safeguarding.

Sharing information in the interests of children and families is an essential element of both early intervention and safeguarding. Further useful guidance in this respect is given in the attached leaflet: **A quick guide to information sharing in Croydon** jointly produced by various children’s organisations in Croydon.

Sometimes students or adults may not specifically ask you to keep information confidential when they discuss their own problems or pass on information about others, but may assume that personal information will be treated as confidential. In these situations staff should check whether information is or is not confidential, the limits around confidentiality and under what circumstances information may or may not be shared with others (adults or students.)

This statement attempts to lay out examples of where confidentiality should be kept or should **not** be kept, but is not exhaustive.

An additional source of advice is given in the attached leaflet produced by

1. Information including sensitive or private information given to adults concerning children in their care or prospective children in their care or children in the care of MRCS

- Any information given at staff meetings or staff briefings should be kept confidential within the staff group unless advised otherwise. This information should never be discussed with or within the hearing of the student body even if students seem to have some knowledge of this information from another source.
- Information contained in the personal files of students which may from time to time be shared with staff or which certain staff may have access to should not be discussed with others unless they have a legitimate reason to have access to this information. This information should never be discussed with or within the hearing of the student body even if students claim to have some knowledge of this information from another source.
- In some circumstances staff may have access to or be given highly sensitive or private information. These details must be kept confidential at all times.
- Any information acquired about students must not be used to intimidate, humiliate or embarrass the person concerned.

2. Any personal or sensitive information, especially information raising child protection concerns, shared by children with an adult

In our dealings with the student body of the school it must be made clear at the outset of any conversation that information shared by students cannot always be kept confidential. Nor should staff request that students keep secrets on their behalf.

- A student may tell a staff member a whole range of information some of which is not confidential, but may also ask the staff member to treat some specific information as confidential. The relationship then becomes confidential and information may not be shared with others unless consent is given or it is not in the best interests of the student to keep this confidentiality.
- However, where information disclosed raises concerns about the welfare (child in need) or protection (child at risk of

significant harm) of the student, **confidentiality cannot be kept** and the disclosure reported to the designated teacher or the Head Teacher. Again this should be explained to the student at the outset. See the school's Safeguarding (Child Protection Policy). Fears about sharing information should not stand in the way of the need to safeguard and promote the welfare of children and young people at risk of abuse or neglect.

3. Concerns or information about the conduct or intentions of another staff member

Concerns and allegations about adults should be treated as confidential and passed to the Head Teacher without delay. See policies and procedures for Allegations and Whistleblowing.

4. Information pertaining to the management, leadership of finances of Kingsdown Secondary School.

Kingsdown Secondary School is an independent school and as such details of its fees and costs are commercially sensitive and should not be discussed outside the school by anyone not authorised to disclose such information. Staff should be wary of being drawn into conversations, even in private but especially at Network events, in which they might be considered to be critical of aspects of the school's leadership, management, policies or procedures. Any concerns staff may have about any of these areas should be raised with members of the SLT either informally or formally in Staff Meetings, debriefs etc.