



READING BLUE COAT SCHOOL

Confidentiality Policy

The School recognises that pupils' problems are usually effectively resolved with parental involvement; however, we are also aware that there are occasions when pupils prefer to discuss issues with someone other than a member of their family. Consequently the following structures are in place at School.

If pupils experience any personal problems, whether academic or social, they are initially encouraged to talk them over with their Tutor. However, if a pupil is not comfortable with this, they may prefer instead to discuss the problem with another member of staff.

Staff at RBCS are trusted to use their professional judgement and deal with situations appropriately. Accordingly, as a general rule the member of staff concerned will maintain a pupil's confidentiality. However, members of staff cannot promise confidentiality as it is their duty to refer certain issues to other staff.

However, for some welfare issues all members of staff cannot promise confidentiality. In line with this, sharing information is justified:-

- When there is evidence that the child, or other children, are at risk.
- In order to establish whether there is evidence that a child is at risk.

Staff who become aware of any of the above issues should discuss the case with the Designated School Lead (DSL – currently Mr Wise, Deputy Head - Pastoral). Alternatively the staff member concerned may refer the matter directly to the Headmaster if circumstances warrant such action. In line with the requirements of the Safeguarding Policy, staff members must raise concerns relating to allegations of inappropriate behavior by other members of staff with the Headmaster without delay. If in doubt about a possible course of action, a member of staff should discuss the matter with the DSL or the Headmaster.

Legally, the School Nurse must respect a pupil's request for confidentiality, particularly over sensitive health issues. However, where there is evidence that a pupil is at risk, the School Nurse must seek advice and clarification (in accordance with Nursing and Midwifery Council) from the "The Named Nurse for Child Protection" at Wokingham PCT. On the advice given, further disclosure to the School's DSL or, in his absence, the Headmaster may be recommended.

In all cases, and at all stages of the procedure, the pupil concerned will be informed that the confidentiality is being breached and the reason why. The pupil will be fully supported throughout the process.

Author(s):	JRE
Date:	October 2016
Review Frequency:	Annually
Next Review Date:	October 2017
Governor:	Peter Bertram
Date of Governor Agreement:	