



## Statement on Confidentiality, Information Sharing & Safeguarding

It is important for schools to have an established procedure for dealing with confidentiality, information sharing and safeguarding, which is understood by students, staff, families and visitors rather than develop ad hoc arrangements in response to a crisis. The procedures need to be consistent and protect the interests of both students and staff.

The aim of this poster statement is to provide clear guidance to all members of our community around the issues of confidentiality, information sharing and safeguarding.

The safety, well being and protection of our students are the paramount consideration in all decisions staff at this school make about confidentiality. The appropriate sharing of information between staff is an essential element in ensuring our students well being and safety.

### Our responsibilities to students:

- All staff should make clear to students that there are limits to the confidentiality on offer at The East Manchester Academy.
- All students need to understand that staff can only offer limited confidentiality.
- Students should also understand that staff at The East Manchester Academy work in partnership with families and therefore all staff will encourage students to discuss difficult issues with their families if appropriate, and vice versa. However, the needs of the student are paramount and school staff will not automatically share information about the student with his/her family unless it is considered to be in the student's best interests.
- Students can obtain confidential help themselves through their own GP or doctor, the school counsellor and nurse, Childline and the NSPCC.

### Our responsibilities to families:

- The East Manchester Academy believes that it is essential to work in partnership with families and we endeavour to keep families abreast of their child's progress at The East Manchester Academy, including any concerns about their progress or behaviour. However, we also need to maintain a balance so that our students can share any concerns and ask for help when they need it. This means that we will not automatically share information about a student unless it is considered to be in the student's best interests. Where a student does discuss a difficult personal matter staff at The East Manchester Academy, they will be encouraged to also discuss the matter with their family themselves if appropriate.
- The East Manchester Academy acknowledges that:
  - Students and their families have a right to gain access to processed information upon written request.
  - Agencies such as the Police and Children and Young People's Services may be able to get a court order or similar authorised request to gain access to processed information, which the school deems confidential. This can also include the Local Authority's legal department and insurers, as well as other solicitors, e.g. in custody cases.
- Any information recorded about a student will be written in a way that assumes it will be read by either the student or their families.

### Our responsibilities to staff:

- Staff should not promise confidentiality. Students do not have the right to expect that incidents will not be reported to his/her families and may not, in the absence of an explicit promise, assume that information conveyed outside that context is private. **No member of staff can or should give such a promise.** The safety, well-being and protection of the child is the paramount consideration in all decisions staff make about confidentiality.
- Staff at The East Manchester Academy are NOT obliged to break confidentiality except where child protection or crime is or may be an issue, however, at The East Manchester Academy we believe it is important that staff are able to share their concerns about students with colleagues in a professional and supportive way, on a need to know basis, to ensure staff receive the guidance and support they need and the students' safety and well being is maintained.

### What should I do if I am concerned about a student?

- You should report the nature of your concern or nature of any disclosure made using the CPOMS. If you require urgent advice the academy's reception staff will contact a member of the Safeguarding Team by telephone.

### Who are the Safeguarding Team?

- Gill Houghton is our Designated Safeguarding Lead and Deputy Headteacher
- Amanda Buckey is our Student Services Safeguarding Lead

