



Date of Policy	
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PURPOSE

At CATS Cambridge/CSVPA (the Schools) we believe that the safety, wellbeing, and protection of our students are the paramount considerations in all decisions made about confidentiality. We also acknowledge that the appropriate and legitimate sharing of information between School staff is an essential element in ensuring our students wellbeing and safety.

It is an essential part of our ethos that trusting relationships are established between students and staff, and between staff and parents, that enable the best and most appropriate support to be given to our students. Trusting relationships can only be established if staff, students, and parents are all clear about the provisions and purpose of this Confidentiality Policy, so that they have clear understanding of the boundaries that exist on the sharing of personal information.

It is particularly important that students, staff, and parents understand the boundaries of confidentiality in order that students feel safe and comfortable in discussing personal issues and concerns, including drugs and alcohol, health, sex, relationships and other personal matters with those who are caring for them at School.

All staff at the Schools receive basic training in child protection as part of their induction and are expected to follow the Schools' Safeguarding and Child Protection policy and procedures.

Everyone in the School community needs to know that no-one can offer absolute confidentiality

OVERVIEW FOR PARENTS

The Schools believe that it is essential to work in partnership with parents. To that end the Schools endeavour to keep parents abreast of their child's progress, including any concerns about their academic progress or behaviour.

There will be occasions when information will not be discussed with parents to safeguard the welfare and wellbeing of the student.

Where a student does discuss a difficult personal matter with staff, they will be encouraged to also discuss the matter with their parents.

Students who are 18 years old or older, have the right not to have personal information about their behaviour discussed with their parents. However, when their behaviour jeopardises their place at the School in any way, the consequences applied by the School will be shared with parents.

THE LEGAL POSITION FOR STAFF

Confidentiality is an important principle that enables people to feel safe in sharing their concerns and to ask for help. However, the right to confidentiality is not absolute. Sharing relevant information with the right people at the right time is vital to good safeguarding practice.

There is nothing in legislation which prevents the justifiable and lawful exchange of information for the protection of children or the prevention of a serious crime.

See also: [Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers July 2018](#)

Our Data Protection Officer can support decision making on whether to share information when requested by an external third party. Contact dpo@catsglobalschools.com.

Practicalities regarding disclosures

You should always ensure that the time and place is appropriate to allow students to make a disclosure, if it is not, you should reassure the student that you understand they need to discuss something very important and that it warrants time, space and privacy. You should make time to meet before the end of the school day.

In accordance with the Safeguarding policy only work mobiles and email accounts should be used for any communication with students.

You should make clear at the beginning of the conversation or communication that there are limits to confidentiality. You should generally inform the student when a confidence has to be broken, but in some circumstances may speak to the DSL/Deputy DSL without informing the student.

You should not use leading questions when receiving a disclosure from a student. You should ensure that you take effective, verbatim notes, this will help to avoid asking the student having to repeat distressing matters to several people. You should ensure that you reassure the student having to repeat distressing matters to several people.

appropriate. As a general principle the Schools encourage students to discuss difficult issues with their parents, and vice versa. However, the needs of the student are paramount and their preferences must also be given due consideration; the voice of the student must be heard. Where there is any concern about sharing of information School staff must seek advice from the DSL. We