**CONFIDENTIALITY AND INFORMATION DISCLOSURE**

*Extract from Code of conduct guidelines for Safe Working Practices for the Protection of Children and Staff October 2007 (Revised November 2013)*

**4.2 Confidentiality and Information disclosure**

4.2.1 Staff should not use any information obtained in the course of their duties to the detriment of Highcliffe School or for personal gain or benefit or pass this information on to others who might use it in such a way.

4.2.2 Staff must also take all reasonable steps to ensure that the loss, destruction, inaccuracy or disclosure of information does not occur as a result of their actions, including information relating to school business and pupil data.

4.2.3 There are some circumstances in which staff may be expected to share information about a child, for example, when child protection issues arise. In such cases staff have a duty to pass information on without delay in line with local procedures. If staff are in any doubt about whether to share information or keep it confidential they should seek guidance from a senior manager or person with designated child protection responsibilities.

|  |
| --- |
| * Staff should not use their position to gain access to information for their own advantage or to intimidate, humiliate or embarrass a child;
* Staff are expected to treat any information they receive about children and young people in a discreet and confidential manner;
* Staff need to be cautious when passing on information to others about a child/young person and if in any doubt about sharing information, seek the advice of a senior member of staff, or those with designated child protection responsibilities.
 |

*This policy should be read in conjunction with the school’s Safeguarding Policy and Procedures (including Child Protection). All our practice and activities must be consistent and in line with the Safeguarding Policy and Procedures noted above. Any deviations from these policies and procedures should be brought to the attention of the Headteacher so that the matter can be addressed.*