

BROOKFIELD SPECIAL SCHOOL

'Caring, Sharing and Learning Together'



CONFIDENTIALITY POLICY

Brookfield Special School

Confidentiality Policy & Agreement for Students & Volunteers

Confidentiality means:

A strict principle of privacy that allows for information to be shared only amongst certain specified individuals.

Confidentiality is a whole school issue. Students and volunteers need to observe strict confidentiality during and following their placement in Brookfield Special School, regarding any information that pertains to a pupil, staff member or anyone within the school community. All children and staff have the right to the same level of confidentiality irrespective of race, gender, religion, medical concerns, social background, sexual orientation and special educational needs.

The safety, well-being and protection of our pupils are the paramount considerations in all decisions staff at Brookfield make about confidentiality.

The appropriate sharing of information between school staff is an essential element in ensuring our pupils' well-being and safety. When on placement, students and volunteers may have access to some of this information, through placement in class and professional discussion.

Under no circumstances may students or volunteers share any personal information (including names, personal details, educational, health or behavioural information concerning any pupil of Brookfield School. This list is not exhaustive.) Doing so would compromise the privacy that the pupil and their family is entitled to have. Photographs must never be taken or used without the prior and strict written permission of the school Vice-Principal/Principal. This will only be granted in very specific circumstances and will never permit personal information including photographs of children.

Staff working in Brookfield Special School also have a right to privacy. Under no circumstances is any information about a staff member/other student or volunteer to be discussed.

Any breach of confidentiality will be treated seriously and any student or volunteer found to be in breach of this confidentiality will have their placement immediately withdrawn, their course tutor will be immediately informed, and a complaint will be lodged with the Principal/Director of their college.

Within Brookfield there are procedures for sharing information regarding the well-being, safeguarding and child protection of pupils. Any student who is concerned about any of the above, or any other issue relating to a pupil, must immediately report it to their class teacher/Head of Key Stage/Vice-Principal (also the Designated Teacher for Child Protection)/a member of the Child Protection and Safeguarding team. Pupil well-being is paramount in all circumstances.

Brookfield Special School

Student & Volunteer Confidentiality Agreement

You are undertaking a voluntary role as a student or volunteer within Brookfield Special School. Your help and support in this role is greatly appreciated as you are contributing to the life of this school. This role carries certain responsibilities on your part including the requirement to be confidential about school matters.

By signing this agreement, you agree to uphold Brookfield Special School's Confidentiality Policy for Students & Volunteers. This means you will not share any pupil/staff information that breaches confidentiality,

Examples of confidential information are (these examples are non-exhaustive):

- Information about staff and pupils and events that occur in school. For example, a parent who knows you are a student/volunteer at the school may ask you how their child is getting on (e.g. academically/behaviour). To prevent any misunderstanding, it is essential to advise the parent that you are in school on placement/in a voluntary capacity and that they should speak to the class teacher.
- Information accessed by 'privilege' e.g. notices within school/staff conversations.

If you see something within school that concerns you, you must discuss the matter immediately with the Vice-Principal/Principal.

I understand that I will have access to confidential information and that it is my responsibility to maintain the integrity of this information and to keep it private. I further understand that disclosure of confidential information may result in me having my placement immediately withdrawn and that the school will take further action as described in the Confidentiality Policy for Students & Volunteers.

_____ PRINT NAME of student/volunteer

_____ Signature of student/volunteer

_____ Date

_____ Signature of school representative

_____ Date