

## **072 Student Confidentiality**

**Responsibility:** DC  
**Date:** June 2017  
**Next Review:** June 2019

The aim of this document is to establish the principles of confidentiality under which Holmfirth High School operates on behalf of its community. This Policy is linked to the Kirklees CSB Procedures.

Holmfirth High School is committed to the general health and well-being of all students and staff. It is also committed to giving all students the opportunity to discuss any issues that they may have about their lives in or out of school.

All staff working with children should start from a position of students being able to talk to them in confidence regarding issues of a personal nature.

There may be occasions when a child is in the care of the school and confidentiality has to be broken in situations to do with actual or potential Child Protection issues, where the member of staff believes there is a risk to the health, safety or welfare of the young person which is so serious as to outweigh the young person's right to confidentiality. It is hoped that this would usually be with the consent and always with the knowledge of the student, the case being referred through local child protection procedures. Where students do disclose significant issues in relation to sexual health or drug use for example, they will be encouraged to involve parents and any other appropriate agencies, but in the absence of child protection issues confidentiality will be maintained.

Staff can never give complete assurance of confidentiality to a student because of the child protection issues mentioned above. There may also be cases where a member of staff feels it is in a student's best interests to seek advice, guidance or support from senior staff or external agencies, in which case the staff member should explain to the student the reason for this and help arrange the appropriate contact.

Form tutors and other staff must ensure that all students are aware where they may go for help, support and advice within the school. This policy and its procedures should be made very clear to all students and staff, emphasising that all students will be treated with respect and fairness.

Where a member of staff feels that more specialist advice or intervention is needed, contact may be made with the relevant agency. This may involve an in-school service like Kronos, Spectrum (drop-in service), the School Nurse/Open Door service or an external agency.

Students may be referred to Local Health Services for advice and guidance. Contraceptive advice or other treatment may be given by a Health Professional to a person under 16 without parental consent provided the Health Professional is satisfied that the Fraser Guidelines are met:

- the young person will understand the professional's advice
- the young person cannot be persuaded to inform their parents
- the young person is likely to begin, or to continue having, sexual intercourse with or without contraceptive treatment
- unless the young person receives contraceptive treatment, their physical or mental health, or both, are likely to suffer

- the young person's best interests require them to receive contraceptive advice or treatment with or without parental consent

Counselling and support may be offered to a student via Kronos; although the young person may be encouraged to tell his or her parents/carers, this can be undertaken without parental consent, provided the young person is considered to meet Fraser Guidelines, as above. Applied specifically to counselling/advice these are as follows:

- Does the child or young person understand the counselling or advice?
- Are they refusing to allow their parents to be informed?
- Do their best interests require that the advice or counselling be given without parental consent?

Staff, through consultation with the Child and Family Specialist Nurse, may take a student off site occasionally, for example, for a health appointment. In this case the main office must be informed beforehand (specifically the member of staff dealing with absence reporting). Reception must also be informed. This information will be passed on by filling in Form SP1 for the Main Office and Form SP2 for Reception (these forms are kept in the Main Office and Spectrum).

Any external agency working in Holmfirth High School should adhere to this policy.

Other relevant policies: Drugs Policy and Safeguarding Policy.

If there are any child protection issues the Designated Safeguarding Lead (DSL) must be informed.