



## ***SAFEGUARDING - DUTY OF CARE AND CONFIDENTIALITY***

Governors, staff, parents and visitors, whether paid or helping on a voluntary basis, have a duty to keep young people safe and to protect them from sexual, physical or emotional harm. Children have a right to be safe and to be treated with respect and dignity. It follows that trusted adults are expected to take reasonable steps to ensure the safety and well-being of pupils. Failure to do so may be regarded as professional neglect.

Those working in our school will have access to confidential information about pupils in order to undertake their every day responsibilities. In some circumstances you will be given highly sensitive or private information. You should never divulge confidential or personal information about a pupil or her/his family or a member of the school staff or use it for your own, or others' advantage (including that of partners, friends, relatives or other organisations).

Information must never be used to intimidate, humiliate, or embarrass the pupil. Equally, information about a child or young person and/or their family or other people working within the school, should never be used casually in conversation or shared with any person other than on a professional basis.

In circumstances where a child's identity does not need to be disclosed, information should be used anonymously. **There are some circumstances in which you will be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, you have a duty to pass information on without delay, but only to those with designated child protection responsibilities. \***

If you are in any doubt about whether to share information or keep it confidential you must seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior management.

NB Teachers are automatically bound by the Teachers' Standards 2012

\*(please to refer to document "Keeping Children Safe In Education" and school Safeguarding Procedures).



### Code of Conduct for staff

As a member of this learning community you:

- Must regard all information you are party to about a child, parent/carer or colleague as strictly confidential.
- Must not make any reference to such information outside your work setting especially by means of social networking sites.
- Must respond discreetly and professionally when dealing with a child, parent/carer or colleague.
- Must treat information you receive about colleagues and other members of staff in a discreet and confidential manner.
- Should seek advice from a senior member of staff if you are in any doubt about sharing information you hold or which has been requested of you.
- Need to be cautious when passing information to others about a child/young person.
- Need to know the procedures for handling allegations against staff, which is to report any concerns or allegations to the Head Teacher.
- You must ensure that all sensitive documents and records of children and other staff are kept securely and confidentially
- Need to be familiar with local child protection and safeguarding arrangements ([swcpp.org.uk](http://swcpp.org.uk)). **The person with delegated child protection responsibilities in this school is Adrian Vye and in his absence Kirsty Robson the next senior member of staff.**

**I, the undersigned, have read and agreed to abide by the code of conduct as detailed above.**

..... **signed**

..... **(please print name)**

..... **(name of child in school and relationship – if applicable)**

..... **dated**