

Aim

To protect students and staff at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the College that is understood by students/parents and staff.

Rationale

NCG seeks to put the student at the heart of the learning process and to provide a safe and secure learning environment. It seeks to implement the underlying principles of safeguarding and to address any issues which may arise about confidentiality. It is committed to developing creative and positive ways for the student's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust. NCG is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Objectives:

- To provide consistent messages at NCG about handling information about students once it has been received.
- To foster an ethos of trust within the College, where students and all staff feel safe to confide and share problems.
- To ensure that staff, and students are aware of the College's confidentiality policy and procedures.
- To reassure students that their 'best interests' will be maintained.
- To ensure that students and parents/carers know that College staff cannot offer unconditional confidentiality.
- To ensure that if there are safeguarding issues then the correct procedure is followed, working within the guidelines set out in the policy.
- To ensure that confidentiality is a whole College issue and that in lessons ground rules are set for the protection of all.
- To ensure that students have a right of access to any records the College may hold about them.
- To ensure that, for students who are under 18 years old, parents have a right of access to any records the College may hold on their child but not to any other child for whom they do not have parental responsibility.

Guidelines:

- All information about individual students is private and should only be shared with those staff that have a need to know.
- All social services, medical and personal information about a student should be held in a safe and secure place which cannot be accessed by individuals other than College staff.
- The College continues to actively promote a positive ethos and respect for the individual.

Safeguarding Officers

NCG has appointed a safeguarding officer. Who will ensure that :

1. There is clear guidance for the handling of safeguarding issues
 2. All staff have regular training on safeguarding
 3. There is clear guidance for procedures if a member of staff is accused of abuse.
 4. Staff are aware of the need to handle all issues about different types of families in a sensitive manner
 5. Information collected for one purpose should not be used for another.
 6. Students and parents/carers are aware that the College cannot guarantee total confidentiality in all cases, for example issues involving safeguarding or criminal issues.
 7. Students and parents/carers should be reassured that only in exceptional circumstances will confidentiality be broken.
- The College prides itself on good communication with students and parents/carers. All staff make sure they are available to talk to all parties concerned about issues that are causing concern.
 - All students have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs. Much data is generated in Colleges by these categories but individual students should not be able to be identified.
 - Confidentiality is a whole College issue. Clear ground rules must be set for any classroom work and other session dealing with sensitive issues. Strategies are in place and all students are aware of them for dealing with sensitive information, which may fall outside the boundaries of safeguarding procedures.
 - NCG will be proactive so students feel supported but information is not unnecessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
 - Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of students with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other students.
 - Photographs of students should not be used outside of the College premises without permission. At no time should a student's name be used with a photograph so that they can be identified.

Under 18s

Information about students under 18 will be shared with parents but only about their child. Parents should not have access to any other students' books, marks and progress at any time.

Reporting

All personal information about students should be regarded as confidential. This should be clearly understood by those who have access to it, whether those concerned have access to all, or only some of the information. Information regarding health /medical reports, SEN reports, SEN minutes of meetings will be circulated in a secure manner.

- Any personal data will only be kept as long as necessary or for the length of time as stipulated by law.
- Staff laptops are password protected.
- Logs of administration of medication to students should be kept secure. Addresses and telephone numbers of parents and students will not be passed on except in exceptional circumstances.
- Staff need to be mindful that from time to time issues are discussed or brought to their attention about staff and students. All such papers should be marked as confidential. Staff must observe complete confidentiality when asked to do so by management, especially in relation to matters concerning individual staff, students or parents.