

Confidentiality Policy – Pastoral Care			
Current Status:	Operational	Last Review:	
Policy Owner:	Group Head of Welfare and Safeguarding	Next Review:	July 2026
Roles Responsible for Review:		Originated:	February 2025
Approved by:	Post 16 Curriculum and Quality	Committee:	
Type of Policy:	Staff / Students	Quality Assured by:	Policy Team

1. Summary

1.1. This policy applies to all staff, volunteers and any other personnel associated with Eastern Education Group Trust (EEGT), which includes:

- Chalk Hill
- Duke of Lancaster School
- Exning Primary School
- Priory School
- Stone Lodge Academy
- Sunrise Academy

2. General

2.1. To provide procedures on confidentiality for the use of all staff who will from time-to-time deal with confidentiality concerning students.

2.2. This overview summarises the confidentiality procedure for full and part-time students. Please read the full procedure in order to read the statements of law from which this procedure is written.

3. Health

3.1. Students aged 16 and over have the rights to confidentiality with regard to their health. If a student refuses to contact parents, when they need medical treatment, we must respect this.

3.2. The only exception to this is when a student becomes a danger to them self or others and needs to be taken to a 'place of safety' or is putting their health or themselves at significant risk. This will usually be done in co-operation with another agency for example the police, social care services or a GP and usually relates to mental health.

4. Pastoral Care

- 4.1. A student is entitled to confidentiality when confiding in a staff member concerning personal issues so that permission would need to be gained from the student in order for this to be shared with other colleagues, e.g.: problems with parents.
- 4.2. However, there are circumstances when confidentiality needs to be breached and these are:
 - Major crime,
 - Acts of terrorism, radicalisation, or extremism,
 - Child protection,
 - Sexual assault and Sexual Violence, and/or
 - If the student places themselves or others at risk.
- 4.3. In addition, a [Fraser Competency](#) needs to be assessed. (Fraser / Gillick competency is a measure of the young person's reasoning to check that the decision in hand is one that they can appropriately make. E.g. you could have a 13-year-old who is able to be prescribed contraception because they are able to demonstrate that they understand what they are doing and are making a reasoned and informed judgement).

5. Child Protection

- 5.1. All disclosures must be reported to the Alternate Designated Safeguarding Lead immediately.
- 5.2. Students must be informed that this matter cannot be kept confidential and will be reported. Child Protection includes physical, sexual, emotional, financial and abuse from neglect.
- 5.3. Homelessness in under 18-year-olds also needs to be reported through the MARF (Multi Agency Referral portal). Other issues such as sex trafficking and forced marriage come under the wider remit of safeguarding.
- 5.4. Safety of the unborn child and parent.

6. Academic Matters

- 6.1. Students who start the course aged 18 will be able to decide whether parents receive reports.

7. Terrorism / Prevent

- 7.1. All information regarding terrorist activity must be referred via the [National PREVENT referral](#). This includes students with mental health conditions who have access to firearms.

8. Safeguarding Staff

- 8.1. Safeguarding Staff will where possible discuss with teachers the students' issues unless the student insists on confidentiality. We must respect a young person's wish for confidentiality if consent is not forthcoming.

In-Depth Procedure:

- This area is very complicated because different rules apply to different scenarios. If you are in any doubt over what actions you need to take, please contact the Head of Welfare and Safeguarding (SEND CLUSTER or SEMH).
- In general, a distinction needs to be made between:
 - 1) mental or physical health,
 - 2) pastoral care,
 - 3) child protection, and
 - 4) academic issues.
- This procedure only relates to those students who are aged 13+ and who are deemed self-aware (Fraser / Gillick competent).
- It is also appreciated that many members of staff would be more comfortable with some issues if parents were informed. The reason for not doing so is that parents could be involved in the problem e.g. if a student is self-harming they could also have been abused at home.

Health

- If a student is aged 13+ is attending counselling, a doctor or other person providing medical care, they are entitled to confidentiality. This means that the health / counselling professional will not be able to discuss this matter with teachers, nor will teachers be informed if this is not the wish of the student. Parents **must not** be contacted if we have medical information, which a student does not wish to be passed on, for example: pregnancy, miscarriage, or abortion. For under 16s the Gillick principle applies, meaning that if they are deemed mature, confidentiality can be maintained for children as young as 13.
- The exceptions to the above are in relation to Health and Safety, where it may be essential to notify others if a student constitutes increased risk. These situations must be clarified by the Health and Safety Officer before disclosure.

Pastoral Care

- If a member of the safeguarding team sees a student concerning a personal problem, the member of staff will try where possible to get the student's permission to talk to the teacher. If this is not forthcoming, then the student's confidentiality will be respected. This is as per the UN Convention on the Rights of the Child (1989) and the Human Rights Act 1998. Also, information will not be passed on to parents unless the student wishes it to happen.

- Confidentiality between teachers and students can be maintained except in the following situations:
- If a student’s problem goes beyond the realms of pastoral care, the help of another member of staff would be more appropriate e.g. counselling, financial help, health related problems.
- If there are child protection concerns or a disclosure is made, then the teacher must tell the student that they will be telling the Safeguarding Team. The teacher must then contact the safeguarding team immediately. If a student appears to be suicidal, this cannot be kept confidential and will need to be referred to the safeguarding team immediately.
- If a student tells a teacher about a personal problem this cannot be shared with other members of staff unless the student’s permission is given. This is highlighted as sensitive data in the Data Protection Act.
- Equally, even if a student has not said the information, they have just given a member of staff is confidential, their permission must be given in order for this to be shared. This is highlighted as sensitive data in the Data Protection Act.

Child Protection

- All disclosures must be referred to the Safeguarding Team immediately. The student must be told that the teacher has no option but to refer the information on to the safeguarding team.

Prevention of Terrorism

- If information comes to light about an act of terrorism this must be passed on via [National Prevent referral](#). Included in prevention of terrorism are those individuals with mental health issues that have access to firearms. The individuals must be reported to MASH. Please see procedure [12.36.01 Non-accidental Explosion or Hostile Intruder](#) .

Revision History – Confidentiality Policy – Pastoral Care

Revision date	Reason for revision	Section number	Changes made
February 2025	EEGT Required	1 – 4	SEND Schools and Exning arrangements.