

# RAMBERT SCHOOL

## CONFIDENTIALITY

### Confidentiality – as a general rule...

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I will generally keep the information you share with me confidential, unless I have your written or verbal consent to disclose certain information. There may, however, be important exceptions to this rule. In certain situations I am required by law or by guidelines of my profession or because the School owes a duty of care to disclose information whether or not I have your permission. For example:

- You tell me you plan to cause serious harm or death to yourself.
- You tell me you plan to cause serious harm or death to someone else.
- You are doing things that could cause serious harm or death to either yourself or to someone else, even if you do not intend to do so.
- If you tell me you are being abused – sexually, physically or emotionally – or that you have been abused in the past.
- If you lack cognitive capacity to give informed consent
- If we would be liable to civil or criminal proceedings if the information was not disclosed.
- Where we have a child protection or vulnerable adult concern.

### Communication with your parents/ guardians

Except for situations such as those mentioned above, I will not tell your parents/ guardians things you have shared with me, unless for some reason I have your verbal or written consent to do so or in order to protect your vital interest or vital interests of another person and where I believe it is reasonable and/or in your best interest to do so.

### Communicating with staff at Rambert School

I will not share any information with other staff at Rambert School unless I have your permission to do so. Sometimes, however, it may be helpful for me to make staff aware of a situation, so that you can progress with as much support as possible. In these circumstances, I will only share what I feel is necessary, and with who I feel needs to know. I may raise any serious concerns with our Child Protection Officer. This person is the school Principal. Occasionally there may be a situation where although I do not have your permission both I and your parent/ guardian feel that it is very important that we share information with someone else here at School. In this situation, I will use my professional judgement to decide whether to share any information.

### Communicating with medical professionals

Sometimes I may need to communicate with certain health professionals, for example Doctors, therapists, or counsellors in order to ensure that you are getting any extra support that you may need. An example of this could be if you need to take any medication which could affect how you cope with your daily routine. I will endeavour to get your permission to do so before I share any information about you with such health professionals. The only time I will share information even if I don't have your permission is if I feel you are doing something that puts you or someone else at risk of serious harm.

Many thanks

Judy Bowden

Head of Admissions, Registry and Student Support