

CONFIDENTIALITY POLICY.



- (1) Bristol Academy of Drama
- (2) Claire Moulds

- (1) Bristol Academy of Drama ("the Company"), a UK based organisation whose office is at 55 Wellington Walk, Bristol BS10 5EU and
- (2) Claire Moulds of 55 Wellington Walk, Bristol BS10 5EU ("the Individual")

Aim:

To protect students at all times and to give all staff clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the Company which is understood by students, families and staff.

Rationale:

The Company provides a safe and secure environment and 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. The Company is mindful that it is placed in a position of trust by all its students, parents of students and staff and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Objectives:

- To provide consistent messages in The Company about handling information about students once it has been received.
- To foster an ethos of trust within the Company.
- To ensure that staff, families and students are aware of the Company's confidentiality policy and procedures.
- To reassure students that their best interest will be maintained.
- To ensure that students/families know that staff cannot offer unconditional confidentiality.
- To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender, religious and additional educational needs.
- To ensure that if there are child protection issues then the correct procedure is followed as outlined in the Company's Safeguarding policy.
- To ensure that confidentiality is a whole organisation issue and that in classes and workshops ground rules are set for the protection of all.
- To understand that health professionals are bound by a different code of conduct.
- To ensure that families have a right of access to all records held on their own student(s), except those relating to child protection issues.

Guidelines

- All information about individual students is private and only shared with those staff that have a need to know.
- All social care, medical and personal information about a student is held in a safe and secure place which cannot be accessed by individuals other than appointed Company staff.
- The Company continues to actively promote a positive ethos and respect for the individual:
- There is a clear guidance for the handling of child protection incidents. All staff have regular training on child protection issues.
- There is clear guidance for procedures if a member of staff is accused of abuse.
- Staff are aware of the need to handle family issues (e.g. same sex families) in a sensitive manner.
- Any intolerance about gender, faith, race culture or sexuality is unacceptable.
- Information collected for one purpose is not used for another.
- Families and students are aware that the Company cannot guarantee total confidentiality and the Company has a duty to report child protection issues.

- Photographs of students are not used for marketing purposes are not used in the event that student or parents complete a Removal of Consent Form.

Conclusion

The Company has a duty of care and responsibility towards students, families and staff.
The care and safety of the individual is the key issue behind this document.