



# Jamiah Farooqiah Bradford

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## Confidentiality Procedure and Guidelines

Adults may have access to confidential information about children and young people in order to undertake their responsibilities. In some circumstances they may have access to highly sensitive or private information. These details must always be kept confidential at all times and only shared in the best interests of the child. Such information must not be used to intimidate, humiliate, or embarrass the child / young person concerned or families.

- If an adult who works with children is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff or nominated child protection person. Any actions should be in line with locally agreed information sharing protocols.
- The storing and processing of personal information about children and young people is governed by the Data Protection Act 1998. Employers should provide clear advice to adults about their responsibilities under this legislation.
- Adults need to be aware of the need to listen and support children and young people; they must also understand the importance of not promising to keep secrets. Neither should they request this of a child young person under any circumstances.
- Additionally, concerns and allegations about adults should be treated as confidential and passed to a senior manager without delay.

## Confidentiality Guidelines

Those responsible for confidential information must ensure:

- That information is effectively protected against access by unauthorised third parties.
- The prevention of improper disclosure of information when stored, transmitted, received, or in its disposal.

### Other recommendations

- Staff should not discuss details of individual cases arising in staff meetings or through other discussions with any person without a direct professional connection to, and interest in, the welfare and education of the individual concerned.
- No member of staff should discuss personal, disciplinary or educational matters relating to an individual child in the presence of another child.
- Staff should not enter into detailed discussions about personal, disciplinary or educational matters relating to an individual child with other children or their parents.
- Any person in Discipline Committees, should not divulge details about individuals (be they staff, families or individual children) to any person outside of the committee.
- All volunteers should report cases of poor behaviour or pupil indiscipline to the child's teacher and not to other people in the Mosque. This allows the teachers to deal with such matters in line with the Mosque behaviour policy and on occasions allows children to put the matter right without the direct involvement of other people or parents.
- All matters such as pupil exclusion, personnel issues and personal details of any member of the Mosque community should be dealt confidentially and brought to the attention at the senior management/trustees meetings. The mentioned problems should not be an open knowledge to person/s outside of the madrassa. For confidentially reasons all subjects have minutes separately.
- It is important that class teachers and support staff are aware of some confidential matters in order to support individuals. They should respect the sensitivity of such cases and not divulge information to people unconnected professionally with the individual concerned.
- Volunteers working in the madrassa should not discuss educational matters outside of the classroom.
- Volunteers should read and adhere to all Madrassa policies before starting employment at the madrassa.