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CONFIDENTIALITY POLICY

Aims:

- The safety, well being and protection of our children is the paramount consideration in all decisions that staff make about confidentiality. The appropriate sharing of information between staff is an essential element in ensuring our children's well being and safety.
- It is an essential part of our ethos that trust is established to enable the children, staff, and parents/carers to seek help within Superstar Sports to minimise the number of situations when personal information is shared to ensure children and staff are supported and safe.
- Issues concerning personal information, including information about sex, relationships and other personal matters, can arise at any time.
- The duty of confidentiality applies to every person at Superstar Sports regardless of age.
- Everyone within the Superstar Sports community needs to know the limits of confidentiality that can be offered by Superstar Sports staff so they can make informed decisions about the most appropriate person to talk to about any health, sex and relationship or other personal issue they want to discuss.
- Superstar Sports attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the company.
- Superstar Sports will follow its child protection procedures.

The principles we follow at Superstar Sports are that in all cases we will:

- Ensure the time and place are appropriate for discussions which may be personal and sensitive; when they are not we reassure the child that we understand they need to discuss something very important and that it warrants time, space and privacy.

For children: See the child - normally (and always in cases of neglect, or abuse) before the end of the school day. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.

For adults: See the person - normally before the end of the day.

Tell the adult or child that we cannot guarantee confidentiality if we think they have or will:

- hurt themselves
- hurt someone else or if they tell us that someone is hurting them or others or if they have committed a criminal offence
- Not interrogate the child/adult or ask leading questions.

- Not put children/adults in the position of having to repeat distressing matters to several people.
- Inform the child/adult first before any confidential information is shared, with the reasons for this.
- Encourage a pupil, whenever possible to confide in his/her own parents/carers.

Definition of Confidentiality

The dictionary definition of confidential is "something which is spoken or given in confidence; private, entrusted with another's secret affairs"

When speaking confidentially to someone the confider has the belief that the confidant will not discuss the content of the conversation with another. The confider is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the content of his or her conversation completely secret and discuss it with no one.

In practice, there are few situations where absolute confidentiality is offered at Superstar Sports. We have tried to strike a balance between ensuring the safety, well being and protection of our children and staff, ensuring there is an ethos of trust where children and staff can ask for help when they need it and ensuring that when it is essential to share personal information safeguarding procedures and models of good practice are followed.

This means that in most cases what is on offer is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues but the confider would not be identified except in certain circumstances.

The principle of confidentiality

The general rule is that all staff should make clear that there are limits to confidentiality, at the beginning of the conversation, or as soon as the issue arises during a conversation. These limits relate to ensuring children's safety and well being. The child or adult (confider) will be informed when a confidence has to be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

Different levels of confidentiality are appropriate for different circumstances.

1 Staff refers throughout this document to all adults working within Superstar Sports, or on the company's behalf, whether on a permanent, paid basis or not

1. One to one disclosures to members of staff.

It is essential all members of staff know the limits of the confidentiality they can offer to children, parents/carers and other staff and any required actions and sources of further support or help available for the confider and for the confidant within the school and from other agencies, where appropriate.

All staff at Superstar Sports encourage children to discuss difficult issues with their parents or carers, and vice versa. However, the needs of the child are paramount and staff will not automatically share information about the child with his/her parents/carers unless it is considered to be in the child's best interests. (Note: That is, that when concerns for a child or young person come to the attention of staff, for example through observation of behaviour or

injuries or disclosure, however insignificant this might appear to be, the member of staff should discuss this with the Designated Safeguarding Lead (DSL) for Child Protection as soon as is practically possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible. Please see Superstar Sports child protection procedures.)

Guidance for staff

School staff (including non-teaching and voluntary staff) should not promise confidentiality. Children do not have the right to expect that incidents will not be reported to his/her parents/carers and may not, in the absence of an explicit promise, assume that information conveyed outside that context is private. No member of staff can or should give such a promise.

The safety, well being and protection of the child is the paramount consideration in all decisions staff at this school make about confidentiality.

School staff are NOT obliged to break confidentiality except where child protection is or may be an issue. However, at Superstar Sports we believe it is important staff are able to share their concerns about children with colleagues in a professional and supportive way, on a need to know basis, to ensure staff receive the guidance and support they need and the children's safety and well being is maintained. Staff should discuss such concerns with their line manager or the DSL.

All staff receive basic training in safeguarding as part of their induction and are expected to follow the Superstar Sports' Safeguarding Policy, child protection and related procedures.

Parents/carers:

Superstar Sports believes that it is essential to work in partnership with parents and carers and we endeavour to keep parents/carers abreast of their child's enjoyment and engagement, including any concerns about their behaviour. However, we also need to maintain a balance so that children can share any concerns and ask for help when they need it. Where a child does discuss a difficult personal matter with staff at Superstar Sports, they will be encouraged to also discuss the matter with their parent or carer themselves and given support to do so.

The safety, well being and protection of our children is the paramount consideration in all decisions staff make about confidentiality.

Complex cases

Where there are areas of doubt about the sharing of information, all staff should seek advice from the DSL.

When confidentiality should be broken and procedures for doing this:

Reference to confidentiality must not jeopardise the safety and wellbeing of children attending Superstar Sports. In cases of possible abuse or neglect staff **must** use the protocol within the school's child protection procedures to disclose relevant information.

When confidentiality is broken the child should be informed that this has happened and why. They will be informed and supported as appropriate.

Where this does not apply and you are still concerned and unsure of whether the information should be passed on or other action taken you should speak to a member of the Senior Leadership Team or DSL.

If the Company Director issues instructions that s/he should be kept informed, all staff must comply. There is always a good reason for this, which you may not know about.

Support for staff

Staff may have support needs themselves in dealing with some of the personal issues of our children and/or parents and carers. At Superstar Sports, we prefer staff to ask for help rather than to make a poor decision because they don't have all the facts or the necessary training, or take worries about a child home with them. We all work together as part of a team to support children and asking for help is a way we ensure Superstar Sports is a happy and safe environment. Coaching staff should discuss any concerns about a child with the appropriate Senior Coach and SLT. Any unresolved issues should be discussed with the DSL.

Onward referral:

The DSL is responsible for referring children to outside agencies from the school. If you believe a safeguarding referral to the police or Social Care is necessary and the designated person does not agree, contact the LADO.

Dissemination and implementation:

This policy has been distributed to all staff, as part of a whole staff training day, where all staff received training on the content and practical applications of the policy.

All new staff receive a copy of the policy, together with basic training on Superstar Sports Safeguarding Policy and child protection procedures from the Company Director.

- **Links to other policies and procedures:**

- Safeguarding
- Behaviour
- Whistle-Blowing

Monitoring and Review

This policy will be reviewed annually or following changes in legislation.

Date Reviewed: January 2026

Next Review: September 2026