



Coláiste Nano Nagle

**Central College
Limerick**

**Confidentiality Policy
2023 - 2025**

Confidentiality Policy

School Name:	Coláiste Nano Nagle and Central College Limerick Roll Number 64250J
Purpose:	<p>The purpose of Coláiste Nano Nagle and Central College Limerick's confidentiality policy is to outline and clarify information procedures around confidentiality for all stakeholders within our school community.</p> <p>This policy outlines all aspects involved in confidentiality within the school and college and should be read in conjunction with other school and college policies.</p>
Context:	<p>Coláiste Nano Nagle is a Christian community which welcomes students in the tradition of Nano Nagle, foundress of the Presentation Order. A primary aim of our school is the pursuit of academic excellence. We seek to develop the full potential of each person; intellectual, spiritual, emotional, social, physical and creative. To achieve this the school strives to provide an educational environment suited to the needs of each individual, within the demands of a changing world.</p> <p>The aim of Central College Limerick is the pursuit of academic excellence through Vocational Education and Training by preparing learners for the world of work and to assist them not only to achieve the best possible professional and educational certification, but also to inspire a love of learning, thus laying the foundations for life-long personal development and learning.</p> <p>This confidentiality policy is written in the context of contemporary legislation and other relevant publications. A list of references is provided at the end of this document.</p>
Confidentiality & the role of all staff:	<p>The safety and welfare of children is the key principle underlying all decision making within our school in line with the Childcare Act 1991 and the Children First Act (2015).</p> <p>Coláiste Nano Nagle and Central College Limerick adopt a student-centred approach to education.</p> <p>Support of students is paramount in our school community.</p> <p>The Children First Guidelines (2017) are applied in our school as appropriate.</p> <p>All staff members must be aware that absolute confidentiality cannot be guaranteed.</p>

In supporting the students of our school and college, all stakeholders must be aware of the limits to confidentiality.

This includes a legal obligation to share information as follows, where a student's welfare is at risk.

In the case where any member of the school community is aware of a concern to child welfare and safety this concern must be reported to one of the following:

- i. The Designated Liaison Person (DLP) in our school: Ms. Sinéad Moloney, Principal
- ii. The Deputy Designated Liaison Person is (DDL), Ms. Catriona Murray, Deputy Principal
- iii. Child and Family Agency Child Protection Social Work Services: Any stakeholder can report a child protection concern about a student or school directly to Tusla by contacting the local social work office.

Child and Family Agency,
Unit 3, St. Camillus Hospital,
Shelbourne Road,
Limerick
061 588688

In cases where school personnel have a concern about a child but are not sure whether to report the matter to Tusla, the designated liaison person shall seek advice from Tusla.

In cases of emergency, where a child appears to be at immediate and serious risk, and it is not possible to contact Tusla, An Garda Síochána shall be contacted immediately. This may be done at any Garda Station. Under no circumstances should a child be left in a dangerous situation pending Tusla intervention.

It is not the responsibility of school personnel to assess or investigate or to make enquiries of parents/carers, and in some cases, it could be counter-productive for them to do so. It is a matter for Tusla to assess and investigate suspected abuse and neglect and determine what action it shall take.

Additional information for learners under 18 years of age:

All information regarding concerns of possible child abuse or neglect should be shared only on a 'need to know' basis in the interests of the child.

Children First: National Guidance for the Protection and Welfare of Children 2017 states that it is good practice to inform the parent/carer that a report is being made and the reasons for the decision to make the report. However, Children First National Guidance 2017 also notes that it is not necessary to inform a parent/carer that a report is being made:

- i. If by doing so, the child will be placed at further risk.
- ii. In cases where the family's knowledge of the report could impair Tusla's ability to carry out a risk assessment.
- iii. If the reporter is of the reasonable opinion that by doing so it may place the reporter at risk of harm from the family.

Where there is any doubt as to whether to inform a parent/carer that a report is being made concerning his or her child the advice of Tusla shall be sought.

<p>Confidentiality and learners Over 18:</p>	<p>It is recognised that some schools may also cater for adult pupils with additional vulnerabilities.</p> <p>Where a vulnerable adult may have been, is being, or is at future risk of being abused or neglected - the advice of the HSE, or if necessary, An Garda Síochána should be sought.</p> <p>Further information in relation to the safeguarding of vulnerable adults is available on the website of the HSE www.hse.ie</p>
<p>Links between this policy and other policies:</p>	<p>This confidentiality policy should be read in conjunction with the school's policies on; Admissions Policy and Code of Behaviour for Coláiste Nano Nagle.</p> <p>This confidentiality policy should be read in conjunction with CCL's Admissions Policy, Compassionate Consideration Policy, Reasonable Accommodation's Policy and Data Protection Policy.</p>
<p>Record keeping:</p>	<p>Coláiste Nano Nagle and Central College Limerick recognises the importance of record keeping.</p> <p>Coláiste Nano Nagle and Central College Limerick keep records in accordance with Appendix 4 of the DES Child Protection Procedures in Primary and Post-primary (2017).</p> <p>All school records and data pertaining to students and parents/guardians are regarded as highly confidential and are stored in line with GDPR (2018) procedures.</p>
<p>Communicating the limits to confidentiality with staff</p>	<p>The limits to all staff-student confidentiality are made clear to the staff on an annual basis at the first staff meeting of the year.</p> <p>Staff should consult a member of management if they have any questions or concerns about our school's confidentiality policy.</p>
<p>Communicating the limits to confidentiality with students and parents/guardians</p>	<p>The limits to all staff-student confidentiality are made clear to students & parents/guardians in our school in the following ways:</p> <ol style="list-style-type: none"> i. Parents/Guardians sign a 'Confidentiality Agreement' when a student first registers as a student in Coláiste Nano Nagle. ii. Students are reminded about confidentiality at their first assembly of every school year. iii. A 'limits to confidentiality' sign are on display in the Guidance Counsellors offices. <p>There are limits to confidentiality within our school. Under circumstances where an individual is at risk of significant harm, a duty exists on the part of those with information to alert others to the risk perceived.</p>

<p>What to do when an issue arises:</p>	<p>The sample School Referral Procedures (see separate document) provides information and guidelines as to how to respond to any issue presented to a staff member.</p> <p>Tusla the Child and Family Agency and An Garda Síochána are the two key authorities. Tusla the Child and Family Agency has a duty to assess reports regarding a child's welfare or safety.</p> <p>The specific focus of An Garda Síochána is on the investigation of alleged offences and whether a crime has been committed.</p>	
<p>Responsibilities in relation to the policy:</p>	<p>Guidance counsellors. School management. Coordinator of Central College Limerick.</p>	
<p>Accessibility:</p>	<p>A copy of this policy will be made available to parents and students on our website and will also be available to members of our staff on SharePoint. A hard copy will be kept in each of the Guidance Counsellors' offices.</p>	
<p>Policy Review</p>	<p>This policy was reviewed by the Parent's on 24th November 2023</p> <p>This policy was reviewed by the Student Council on 27th November 2023</p> <p>This policy was reviewed by Teachers on 24th November 2023</p> <p>The policy was adopted by the BOM on 7th December 2023</p>	
<p>Date policy ratified by BOM:</p>	<p>07/12/2023</p>	
<p>Date for review of policy:</p>	<p>07/12/2025</p>	
<p>SSE</p>	<p>Coláiste Nano Nagle and Central College Limerick is aware that when conducting a Whole School Evaluation, Department inspectors seek evidence to confirm that a school is complying with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023).</p>	