



**CONFIDENTIALITY
AT RGS:
GUIDANCE FOR
STUDENTS**



RGS



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Newcastle upon Tyne Royal Grammar School

SEE ALSO COMPLAINTS POLICY

Sometimes your concerns might be medical or very personal. You can be sure that the staff you talk to will be sensitive and not shocked by what you say. You should approach anyone whom you feel you can trust and are comfortable talking with. No adult should promise you confidentiality, however anything you say will be treated with discretion and sensitivity, and things will be kept private.

Sometimes you may tell us information which we will have to pass on to other professionals to support you effectively, for example if you are at risk of being hurt, or if a crime has taken place. If this is the case, we will tell you what is happening and who will have access to the information. Depending on the issue, your age, maturity and nature of the problem, **WE ARE NOT ALWAYS OBLIGED** to pass on information to your parents, although we will encourage you to talk to them and can help you start the conversation with them if you wish.

You may hear the term *safeguarding* used in connection to student welfare or pastoral care. Safeguarding refers to the policies and procedures in place to protect or safeguard students from significant hurt or harm including bullying, sexting, mental ill-health and sexual exploitation, as well as a result of sexual, physical, emotional abuse or neglect. Safeguarding you is our top priority and if you or someone you know needs help to stay safe we will do what we can to assist you and discuss confidentiality with you if this is part of the problem. You can use Tootoot as a means of discretely communicating your concerns to someone at school, or use Teams chat option to directly contact a trusted member of staff.

The doctor, nurses and counsellors in school have professional codes of confidentiality that means that you can be sure they will not break your confidence, unless you are at **SIGNIFICANT** risk of harm.

If you know someone is being hurt in some way then it is important that you tell someone about what is happening so that they can help it to stop.

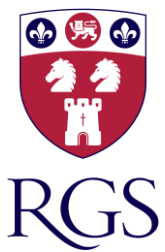
Remember, it is not your fault if you are being hurt; whoever is hurting you is to blame.

The person responsible for making sure your concerns are dealt with is **MISS LONGVILLE, THE DEPUTY HEAD (PASTORAL)**. Her official role in this area is **DESIGNATED SAFEGUARDING LEAD (DSL)**. She is based in the Heads of Year office and she is happy to talk to you at any time. If you find it easier, then you can make contact via Teams chat, Tootoot, or email: s.longville@rgs.newcastle.sch.uk

Alternatively, there are **two deputy designated safeguarding leads (DDSLs)**: Mrs Wall in the Junior School (k.wall@rgs.newcastle.sch.uk) and Mrs McGough in the Sixth Form (n.mcgough@rgs.newcastle.sch.uk).

The most important thing is that you contact any member of staff who you regard as a trusted adult and feel most comfortable talking to. All our staff are trained in safeguarding and know how to support you.

They will never promise confidentiality as they may have to get some advice or support on how best to support you, but you can expect to be supported in a discrete, professional and sensitive way.



CONTACT DETAILS

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Tel: 0191 281 5711

General enquiries: hm@rgs.newcastle.sch.uk
or communications@rgs.newcastle.sch.uk

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