



3 July 2014

Dear Parent/Carer

As we approach the summer holidays we wanted to take the opportunity to contact all parents and carers to advise you on our policies and procedures regarding sensitive and confidential information.

As I am sure you will be aware, we act as custodians for a great deal of complex and confidential information for children within our care.

Medical information

Some of our young people have significant medical needs and in some cases it is prudent to record this information on our central records in order to facilitate access by all staff. For example in a small minority of cases our young people need access to epipens to manage potentially serious allergic reactions. This need is clearly highlighted in our registers to ensure all staff that need to be aware of this, are aware.

In addition to centrally recording significant medical needs we have a number of measures to secure the health and wellbeing of all our young people. These include care plans where appropriate and a full time school funded registered nurse on site.

Safeguarding Procedures

As a public body we are acutely aware of our safeguarding responsibilities and act consistently to ensure the wellbeing of children within our care. As part of this general legal responsibility we follow clear procedures if we are aware of any reported concerns. This procedure is clearly delineated within our Safeguarding Policy which is available on our website. As part of this policy we do make referrals to the local safeguarding children's board, and in line with our duty of care we may or may not make families aware of this referral- depending on the nature of the disclosure and following advice from the LSCB.

We would like at this point to specifically refer to the issue of FGM (Female Genital Mutilation) which has recently come to the forefront of the national safeguarding agenda. We take our public accountabilities on this issue very seriously. We **will** refer any suspected cases to the police because this practice is against the law.

On a final note if you would like further discussion on our approach to managing complex and confidential information do not hesitate to contact me.

Yours sincerely

Tracey Fleming
Assistant Principal