



## **PROCEDURE: DISSEMINATION OF CONFIDENTIAL STUDENT INFORMATION**

1. Information regarding students that is considered 'confidential' will be that which is not available for widespread dissemination, unlike, for instance, PAT scores.
2. Confidential information could include information regarding a student's emotional or mental wellbeing, their parents/caregivers personal or family context e.g. separation and/or custody dispute issues and any other information that could impact on the student either emotionally or in terms of their classroom progress e.g. death of a family member/close friend.
3. Dissemination of this kind should be done on a 'need to know' basis, but with senior staff being kept informed as issues which surface within the school will often reach deans and the senior management team.
4. Some information that is shared within the context of the counselling room is particularly confidential and hence is at the discretion of the counsellor to share. However the NZAC ethics under which counsellors operate does allow them to break confidentiality in the case of serious and imminent harm to self or harm to others.
5. Hence a 'confidential circle' of guidance counsellor, Whanau Leaders, Deans and SMT means that information pertaining to a student's emotional/psychological wellbeing should be able to circulate most freely between the members of this group rather than to other staff members.
6. Once Counsellors have made a referral to Whirinaki they will confirm with the family who they feel it would be helpful to have that knowledge.
7. Whanau Leaders, Deans and SMT will also need to decide on the sort of information that they need to inform other Whanau Leaders, Deans and/or GC and/or SMT always bearing in mind the minimal information needed to protect student privacy.
8. Sometimes tutor group teachers and class teachers will be included but again on a 'need to know' basis with respect for family wishes.