Can Staff Keep My Disclosure Secret?

Safeguarding · https://shanistutoring.com/help-doc/can-staff-keep-my-disclosure-secret/

At Shani's Tutoring, we know how difficult it can be to make a disclosure. We understand that it's only natural to want confidentiality, and we take our GDPR responsibilities very seriously.

That is why we are registered with the Information Commissioner's Office (ICO) under the registration reference ZB992152, and we have designed our Community and Learning Hub to give you control over the information you share. We have a robust GDPR policy that will help you to understand your rights, and you may request a copy of the data we have about you through the Learning Hub. Plus, once you have stopped using our services, you can ask us to delete most of the data we have about you.

However, safeguarding has to be at the heart of everything we do here. Our legal obligation to protect children, young people and adults at risk is always our highest priority. That means there may be times when we may need to share information about safeguarding concerns or disclosures.

Staff members at Shani's Tutoring are legally **not allowed to keep secrets**. This is because we have to make sure we report issues to the right people to minimise risks and keep everyone safe.

However, we will only share information about a disclosure with people who need to know. For example:

- Our safeguarding team
- Social services
- Emergency services
- The Local Authority Designated Officer (LADO)
- Safeguarding agencies
- The police (if necessary)
- Your school's safeguarding team
- Parents/Guardians (if it is appropriate to do so and will not put you at risk of harm)
- Regulatory or governing bodies, such as DBS or the ICO

Shani's Tutoring can promise that we do not use this information to spread rumours about you or other students. We will never share information with anyone who doesn't need to know, and we will always be open and honest with you about who we will have to inform.

We follow the ICO's guidance on safeguarding and data protection. As well as this, we make sure to store our safeguarding information in accordance with the NSPCC's guidance.