



Confidentiality Policy

Purpose

The purpose of this policy is to support and protect the privacy of all the stakeholders of RAIS, while ensuring that concerns are resolved, and academic excellence is promoted wherever possible.

Scope

This policy covers all stakeholders and their interactions with each other when in school or on an official excursion or field trip.

Policy Statement

RAIS always stands by its claim of being a 'Caring Community' and this is exemplified in all that we do. It is very important to us that students feel comfortable sharing their concerns, and although we can never guarantee full confidentiality, we always only ever involve those directly involved, or who can be of assistance in resolving or reporting an incident, for example, a parent, or in a very serious case an enforcer of the law.

Related Policies and Documents

Objectives:

- a. to instill in the minds of all stakeholders a common understanding of trust, respect, and equality
- b. to give all stakeholders access and awareness of RAIS' policy on confidentiality
- c. to effectively communicate to all stakeholders that RAIS cannot offer unconditional confidentiality
- d. to make is very clear that confidentiality is a responsibility of all stakeholders
- e. to give access, where necessary, to parents on information about their child , and their child alone

Faculty/Staff Confidentiality

- a. Faculty and staff can offer a relative level of confidentiality depending on the situation.
- b. In the case of illegal activities, confidentiality cannot be given, but sharing this information with faculty and staff is always encouraged as it's for the benefit of all that the illegal activities continue no longer.
- c. All personal information regarding a child in RAIS will be held in a safe, secure, and confidential place accessible only by assigned staff.

Policy Review Cycle

- This policy will be reviewed once every three years.
- This policy was last reviewed by RDOC in November 2023.