**Level 3 Diploma Supporting teaching and learning in schools**

**Unit 301-Learning outcome 3-** **Understand legislation, policies and procedures for confidentiality and sharing information, including data protection**

**3.1** summarise the main points of legislation and procedures covering confidentiality, data

protection and the disclosure of information.

* Specify what the main legislation is that affects you role in school?
* Summarise what requirements that people must follow that are detailed in the legislation.

**3.2** explain the importance of reassuring children, young people and adults of the confidentiality of shared information and the limits of this.

* Describe the procedures you need to follow when sharing information about children, young people and adults with regard to confidentiality.
* What could be the reaction of children, young people and adults to information about them being shared inappropriately?
* Describe what you would need to tell children, young people and adults in the event that information about them is being shared. E.g. in a meeting
* What are the limits of information sharing and how you would you make them confident that information was being shared appropriately?

**3.3** justify the kinds of situation when confidentiality protocols must be breached.

* What situations require confidentiality protocols to be broken?
* Describe what you would need to do in this situation?
* Discuss the consequences of not breaking confidentiality and justify why you sometimes need to break confidentiality?