

Equality & Diversity, Health & Safety and Safeguarding

We actively work to ensure that all students are given equal access to our Careers provision service. The range of CEIAG services provided will reflect the diversity of the students' needs and we provide an environment which is free from any form of discrimination.

Manor Academy closely monitors activity to ensure ethnicity and disability is managed in an equal and fair manner. All staff have a duty of care and will remain professional and supportive when working with students. They will follow guidelines set out in the Staff Handbook, Safeguarding, Health & Safety and GDPR policies.

Handling sensitive and controversial issues:

The nature of CEIAG means that sensitive and controversial issues may arise. Any issues arising should immediately be reported to the named Safeguarding Manager within school and dealt with in line with the relevant school policies and approaches. Referrals will be made only by the named member of staff and must be dealt with sensitively by all parties involved.

All members of the CEIAG Team complete mandatory training on 'Every' for Safeguarding, they will also undergo safeguarding training in each specific TTCT school they work in to ensure they are compliant to each school.

Confidentiality

In accordance with Data Protection (GDPR) The CEIAG team:

- Will not disclose information to any individual or organisation that does not have the right to see it.
- Will not share information held with any other parties except in accordance with the disclosure clauses set out in its formal data protection registration.
- We will request approval for destination data tracking as part of our admissions. If any student or parent wishes to opt out of this, they can contact Manor Academy directly.

Manor Academy keeps records of student details, learning record and contact details. These are stored in accordance with the Data Protection Act 2018 and the GDPR and can only be accessed by authorised staff who need to see this information. In any referral to a third party either internally or externally, student confidentiality will be maintained in accordance with the GDPR.

Approval and review

Approved *July 2021* by Governors at Curriculum and Standards Committee

Next review: *September 2022*

Signed:

Chair of Governors

Head teacher

