



The Time Out Group

CONFIDENTIALITY POLICY

Aim

To protect the child at all times and to give all staff involved clear, unambiguous guidance as to their professional obligations and to ensure good practice in the Group which is understood by users of the Time Out Group, staff & Management Committee.

Objectives:

1. To foster an ethos of trust within the group.
2. To ensure that staff, parents and children (where appropriate) are aware of the Group's confidentiality policy and procedures.
3. To reassure children and parents that the child's best interests will be maintained.
4. To encourage children to talk to their parents and carers.
5. To ensure that children and parents/carers know that staff cannot offer unconditional confidentiality.
6. To ensure that if child protection issues do arise, then the correct procedure is followed.
7. To ensure that parents have a right of access to any records the Group may hold on their child but not to any other child that they do not have parental responsibility for.
8. To make sound decisions about membership matters and safeguarding issues using an appropriate amount of information about families and children and not discussing any information unnecessary to making that decision.

Compliance

1. Any member of staff in breach of this policy may face disciplinary action that could result in summary dismissal without payment of notice.
2. Any member of the Management Committee in breach of this policy may have their membership of the Committee revoked.

Guidelines

1. All information about individual children is private and should only be shared with those staff who have a need to know.
2. All social care, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than Group staff.
3. The Group will continue to actively promote a positive ethos and respect for the individual:



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- a) There is clear guidance for procedures for the handling of child protection incidents- see child protection policy.
 - d) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
 - e) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and will be treated by the Group as a disciplinary matter.
 - f) Information collected for one purpose should not be used for another.
4. Parents/carers and children (where appropriate) need to be aware that the Group cannot guarantee total confidentiality and the staff have a duty to report child protection issues.
5. The group prides itself on good communication with parents and carers and staff are always available (within reason) to talk to both children and parents/carers about issues that are causing concern.
6. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and disability.
7. Staff must be sensitive to a child's feelings so children feel supported and information is not necessarily revealed in a public arena. Even when sensitive information appears to be widely known it should not be assumed by those immediately involved that it is appropriate to discuss or share this information further.
8. Photographs of children should not be used without parents/carers permission especially in the press and on the internet and further details about this are clearly stated in the Child Protection Policy.
9. All personal information about children, including social care records should be regarded as confidential. This principle should be clearly understood by those who have access to it, and applies whether those concerned have access to all, or only some of the information.

This policy was adopted by the committee on 24th April 2018.

Signed... H. Bradley Chair JO BRADLEY... Date 12/06/18.