

## **Safeguarding and Welfare Requirement: Information and Records**

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.

## **10.0 Confidentiality Policy (Staff, Students, Volunteers and Committee)**

*'Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case.'*

*Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2015)*

### **Policy statement**

In our setting, staff and managers can be said to have a 'confidential relationship' with families, Professionals, Committee and others we come into contact with. We have record keeping systems in place that meet legal requirements; the means that we use to store and share that information takes place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

### **. Confidentiality procedures**

- Most things that happen between the family, the child and the setting are confidential to our setting. In exceptional circumstances information is shared, for example with other professionals or possibly social care or the police.
- Information shared with other agencies is done in line with our Information Sharing Policy.
- We always check if the information they share with us to be confidential or not.
- Some information may be shared with other parents as well as with our staff; we cannot be held responsible if information is shared by those parents whom the person has 'confided' in.
- Information shared in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it. We are not responsible should that confidentiality be breached by participants.
- We inform when we need to record confidential information beyond the general personal information we keep (see our Children's Records Policy) - We keep all records securely (see our Children's Records Policy).
- Our staff discuss children's general progress and wellbeing together in meetings, but more sensitive information is restricted to our manager and the child's key person, and is shared with other staff on a need to know basis.
- Our discussions with other professionals take place within a professional framework and not on an informal or ad-hoc basis.

- Where third parties share information about an individual us; our practitioners and managers check if it is confidential, both in terms of the party sharing the information and of the person whom the information concerns.

## Staff, volunteers and students

A confidentiality section is included in all staff employment contracts

Confidentiality information is displayed on the safeguarding notice board

Staff, volunteers and students are informed of confidentiality during their staff induction. Staff, students and volunteers are informed of the safeguarding, information sharing and confidentiality policies and procedures. They agree to this policy.

Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

## Committee

Committee Members agree that during their term in office as a committee member, they may be party to confidential information concerning the children, families or group users, and the group's financial business. Any information which is received as a result of their position as a committee member must remain confidential to them. Confidential issues must not be discussed with parents, or any other individual not connected with the organisation.

During and after their term of office, they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership of the committee)

All committee members will be required to sign up to the confidentiality policy

## Parents and Carers

Parents will have access to files and records of their own children (if appropriate)

Information given by Parents/ Carers to the supervisor/keyworker will not be passed on to others without permission as stated in our Safeguarding policy, Confidentiality and client access to records policy and information sharing policy.

## Legal framework

- Data Protection Act (1998)
- Human Rights Act (1998)

## Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)

This policy was adopted by \_\_\_\_\_ (name of provider)

On \_\_\_\_\_ (date)

Date to be reviewed \_\_\_\_\_ (date)

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_

