



*Growing Young Minds*

**G. Y. M**

## **Confidentiality Policy**

**Date: January 2017**

This document explains how **Growing Young Minds** will maintain confidentiality.

### **Purpose**

**Growing Young Mind** staff, volunteers and trustees are expected to abide by this policy. **Growing Young Mind** is committed to maintaining high standards of confidentiality in all aspects of its work. This includes records and information pertaining to staff, volunteers, schools and children and prospective staff, volunteers, schools or children. Any breaches of this policy may give rise to disciplinary action in the case of staff and termination of placement in the case of volunteers.

### **Policy**

#### **Information relating to children**

1. All information about individual children is private and should only be shared with the child's tutor.
2. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs.
3. Photographs of children should not be taken without the express permission of the parents/carers. If such permission is given at no time should the child's name be used with a photograph so that they can be identified.
4. All Staff and volunteers are expected to adhere to the principle that all or anything they are told, see or are given about a child remains confidential outside **Growing Young Mind** and should not be discussed with anyone not directly involved, especially where that issue relates to individual children.
5. In cases where there are concerns relating to abuse or neglect of children **Growing Young Mind's** child protection policy will apply.

#### **Information about staff**

1. In all but specific circumstances (eg disciplinary procedures), the decision as to who should be given a piece of confidential information is the member of staff to whom it applies.
2. Where such consent is sought it is necessary to tell the member of staff why there is a need to disclose information and to whom. The member of staff should be told of the likely consequences of their agreeing or not agreeing to this.
3. Any consent given should be written, dated and signed specifying exactly what information may be disclosed.
4. Once consent has been obtained, it is the responsibility of the person passing on any information to ensure that this is only done on the terms agreed.
5. Unless previously authorised a request for a staff home address, telephone number or email address will always be referred to the individual before any information is disclosed.
6. A staff member should never divulge another staff member's or volunteers' personal circumstances or information to anyone without permission of the other person.



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#### **Files – Staff, volunteer, school and children**

1. No staff member or volunteer has the right to view any other parties' file except as specifically provided for in this policy.
2. All information relating to staff, volunteers, schools and children will be stored separately; all computer records will be password protected and only accessible as follows.

#### **General information about confidential information**

1. Make sure any discussion relating to information of another, takes place in an appropriate venue, e.g. not in a place where others, who are not entitled to know, can hear about it.
2. Do not gossip about other staff, volunteers, schools or children with other staff, volunteers or schools. Do not write anything derogatory about a member of staff, volunteer, schools or child in a file or anywhere else.

#### **Record Keeping**

1. All staff and trustees will be given a copy of this confidentiality procedure as part of their induction. The implications of the procedure for their work will be explained.
2. Application forms, interview records, medical information and monitoring forms are confidential.
3. Equal opportunity monitoring forms will be detached from application forms on receipt and kept separate from application forms.
4. References – when seeking references for a new staff member or volunteer it is made clear to the referees that information is sought in confidence.
5. Probationary reviews and appraisals of staff will only be available to the Managing Director.
6. Any medical records will be held on personal files in a sealed envelope. Copies of medical certificates and self-certification forms will be placed on personal files after action for payroll purposes.
7. All personal information is protected under the Data Protection Act 1988
8. Information will be kept for six years once a staff member or volunteer has **Growing Young Mind**. It will then be destroyed or archived.
9. Unsuccessful staff, volunteers or trustees – **Growing Young Mind** may wish to monitor all applications and to keep information about applicants. Only the most relevant information should be kept, e.g. equality monitoring -race, sex, sexuality, and the rest destroyed.
10. Breaches of confidentiality by staff and volunteers will normally be dealt with appropriately by **Growing Young Mind** Managing Director.