

ROMSEY OPPORTUNITY GROUP

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Registered Charity No. 266330

CONFIDENTIALITY POLICY

Policy statement

We are committed to respecting the privacy of children and their parents, while ensuring that they access high quality care. We aim to ensure that all parents can share their information in the confidence that it will only be used to enhance the welfare of their children.

Any reference in this policy to "parent(s)" includes carers and guardians. Reference to "staff" includes volunteers and trustees.

Procedure

Confidential information includes:

- Registration and admission forms;
- Staff records;
- Signed consents;
- Correspondence concerning the child or family;
- Reports or minutes from meetings concerning the child from other agencies;
- Ongoing record of relevant contact with parents;
- Any other records of the child's progress, behaviour, situation, etc.

To ensure that all those using, and working in, the Group can do so with confidence, we respect confidentiality in the following ways:

- Personal information about children, families and staff is kept securely in a lockable file, whilst remaining as accessible as possible.
- Any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis.
- Issues to do with the employment of staff and volunteers remain confidential to the people directly involved with making personnel decisions. Staff will not discuss confidential matters about other staff members.
- Staff will not discuss confidential matters about children with other parents, nor will they discuss matters about parents with children or other parents.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Students on placements with the Group are shown this Confidentiality Policy.
- Parents have ready access to the files and records of their own children but do not have access to information about any other child.
- Under no circumstances should staff provide any information about children to any branch of the media.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Policy will override confidentiality on a "need-to-know" basis. (See the Safeguarding Policy.)

All staff, volunteers, students, trustees and parents are required to respect this Confidentiality Policy. Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the disciplinary procedures within the Staffing and Employment Policy.

This policy was adopted by the Trustees of Romsey Opportunity Group

On (date):_____

Signed by the Chair of Romsey Opportunity Group:_____

Name of Chair:_____

This policy should be reviewed by (date): _____.