



Name of policy	Confidentiality
Review Frequency	1 year
Date of next review	September 2024
Date of last review (s)	unknown

Child and Young Person Confidentiality Policy

Purpose

The purpose of this policy is to define in practice what confidentiality means in the context of children and young people who attend or are members of Frodsham Youth Association activities.

Each individual can expect that relevant information obtained and kept either as financial, membership or other records, or relating to disciplinary or grievance procedures, or obtained from organisations and individuals receiving a service, will generally be held by FYA confidentially.

Each individual can expect that information obtained to ensure that activities and actions safeguard an individual, and/or take into account specific needs, personal information, advice or counselling will generally be held by FYA confidentially.

However, it is possible that some information or requests for confidentiality may conflict with the duty to ensure physical, psychological and emotional safety, legal and/or ethical considerations.

The Need for Confidential Information

A group leader or other designated member of staff, paid or volunteered, will need to obtain and keep relevant information to ensure that activities and actions take into account specific needs, safeguard the child or young person and enable the best possible response in an emergency. Such information will need to be provided by, or endorsed by, parent, or carer.

The information will also be used to guide all staff as to their legal and professional roles and to ensure good practice throughout FYA in a way that is understood by everyone.

Keeping such information secure, whether on paper or on computer files secure, is essential and must comply with the General Data Protection Regulation 2018.

Commitment

To achieve the policy's purpose, the trustees, group leader and staff will:

- Create, operate and maintain an appropriate systems to collect and secure confidential information. Provide consistent messages about handling information once it has been received thus fostering an ethos of trust.
- Ensure that confidentiality is a whole organisation issue and that ground rules are set for the protection of all, including staff.
- Ensure that workers, parents, children and young people are aware of FYA's safeguarding policy and procedures
- Reassure children and young people that their best interests will be maintained. Encourage them to talk to their parents and carers.
- Ensure that, generally, parents/carers have a right of access to any records the organisation may hold on their child but no other.

- Ensure that children, young people, parents/carers and staff know that the Association is not permitted to offer unconditional confidentiality. Exceptions include the following, where:
 - there is a significant threat to life;
 - potential or actual serious criminal offences are involved;
 - a coroner's inquest, tribunal or a court requires information as evidence;
 - the individual in question gives permission;
 - the individual is currently being abused, including sexual and other abuse;
 - the individual is perceived as being abused or at risk of abuse;
 - the individual suspects or fears a sibling or other child may be at risk of abuse;
 - the individual is a perpetrator of abuse;
 - the individual alleges or suspects another person is perpetrating abuse;
 - the individual is felt to be of serious risk of self-harming;
 - the individual is in need of urgent medical treatment;
 - the individual is felt to be a serious risk of causing harm to others;
 - the individual is perceived to be at risk of serious harm through lifestyle choices or other potentially harmful course of action.
- Individuals should be informed at the earliest opportunity and always at the beginning of a meeting, interview or inter-agency session that absolute confidentiality may not be possible within the law and inter-agency child protection procedures.

Monitoring and Evaluation

The Lead Youth Worker has responsibility for implementation relating to children and young people.

The policy will be reviewed annually by the Trustees.

Reviewed: August 2018

Next review date: August 2019