



# Confidentiality Policy

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## Introduction

It is the policy of **FUTURE ROOTS**, registered at Rylands Farm, Boyshill Drove, Holnest, Sherborne DT9 5PS, to ensure that anyone involved in our services, whether staff, volunteers, young people or families, can do so in confidence that any information shared with us will remain confidential.

## Policy Statement

- All staff, volunteers and students will be required to sign a confidentiality statement.
- Information learnt about young people will remain confidential to the registered person in charge, information will only be shared with other staff / adults that have contact with the young person if it is in the young persons best interest to do so, i.e. if a young person has a health or learning problem that could be hindered by other staff not knowing.
- Young person's records will only be shared with the young person's parents & the directors.
- Occasionally it may be necessary to involve other childcare professionals such as social service workers or Health visitors; this will not be done without the parent's prior knowledge, unless it's likely to increase the risk to the young person.
- Any concerns about a young person's personnel welfare will be kept in a separate confidential file and will not be shared within the group.
- Any issues concerning staff employment or the paying of staff will remain confidential to the people directly involved. The number of people involved with this information will be kept to a minimum.
- Any person coming into the group as staff, volunteers, students and person's connected with other child care agencies will be advised of the groups confidentiality policy request to respect it.

Signed ...

Name: Julie Plumley

Date: 06/01/2017

This policy will be reviewed annually, or as and when there are any changes in the law, procedures or processes within the organisation.