



Confidentiality Policy

Definition

Oscars work with children and their families will sometimes bring us into contact with confidential information.

Purpose

To ensure that all those using Oscars facilities and those working in Oscars maintain confidentiality of such information.

Procedure

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

Parents will have ready access to the files and records of their own children but will not have access to information about any other child.

Staff will not discuss individual children, other than for the purposes of group management, with people other than the parents/carers of that child.

Parents and children must not discuss any aspect of Oscars on any social networking website such as Facebook, Twitter and My Space etc.

Members of staff and volunteers must not discuss any aspect of Oscars on any social networking website such as Facebook, Twitter and My Space etc.

Information given by parents/carers to the manager will not be passed onto others without permission.

Issues to do with employment of staff will remain confidential to the people directly involved with making personnel decisions.

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the manager and the chairperson.

All the undertakings above are subject to the paramount commitment of OSCARS which is to the safety and wellbeing of the child. Please see also our policy on child protection.

Related Policies

Child Protection – Mobile Phone & Camera – Social Media

Date first adopted by OSCARS management committee	01.06.02
Date of latest review	23.02.2015
Review signed on behalf of OSCARS	C. Mumby
Position	Chairperson