

The Bosco Centre	
<b>Policy:</b>	<b>Confidentiality policy</b>
<b>Applies to:</b>	<b>College, Independent school, Nursery and Youth clubs</b>
<b>Reviewed:</b>	<b>October 2018</b>
<b>Next Review:</b>	<b>October 2019</b>

Every Child Matters									
Be Healthy		Stay Safe	✓	Enjoy and Achieve		Make a Positive Contribution		Achieve Economic Well-Being	

### Statement

Any information in a child/young person's record that is of a sensitive nature will be kept in a secure place. The address and telephone number of a child, young person or parents will not be passed on to anyone outside the Centre without parents' permission, except when the duty of care to the child overrides the need for confidentiality. Duty of care to the child/young person may override the duty of confidentiality, and in such cases, we will pass appropriate information to other organisations.

### Policy statement:

- Confidentiality will be respected by all members of the Bosco staff, students on placement and any volunteers working within the Bosco Centre.
- No details regarding the children/young person and their families should be discussed outside the Bosco Centre environment.
- Any information kept on a child/young person, which relates to their safety will be kept in a confidential file that is secure and only shared with staff.
- All information kept on children and their families, students, volunteers and staff will be kept in a secure environment and only available to relevant staff when necessary.
- All staff should know and follow the procedures for reporting and recording their concerns to the Principal. All suspicions and investigations about a child and their family are kept confidential and shared only with those who need to know e.g. staff, other authorities such as Social Care services, and police. Any information is shared under the guidance of Southwark Safeguarding children board
- We will complete and obtain individual records, records of achievement and individual profiles. These are available for parents/agencies to see. However, a written request is required for personal files on the children/young people and we must take into account data protection rules when disclosing records that refer to third parties.
- Information shared by parent/carers will not be passed on without permission from the parent/carer.
- We ensure that all staff know and follow the procedures for reporting and recording their concerns.

- All staff should record any suspicions of abuse and disclosures onto our disclosures sheets. These records are signed and dated and kept in a separate confidential file. All members of staff know the procedures for recording and reporting.
- If a complaint or allegation has been made against an employee of Bosco, the Senior Manager will be immediately informed and take immediate action. Confidentiality should be maintained throughout this matter, in order that any subsequent investigation is not prejudiced.
- If an allegation relates to the Principal the next most senior member of staff must follow the procedure listed above. Confidentiality should be maintained throughout this matter, in order that any subsequent investigation is not prejudiced.
- Bosco staff cannot promise total confidentiality to the children/young people since they must inform the Principal/Senior Manager, who will in turn be required to involve other authorities.
- Any student on placement or volunteers will be made aware of the confidentiality policy; they will not participate in team meetings or have access to confidential documents
- Written permission will be sought from the parent/carers to take photographs of their children for use only in the centre.

**With any concerns regarding suspected child abuse our Confidentiality Policy will be extended to include relevant persons from appropriate agencies.**

The Trustee Body will be kept informed without confidentiality being broken.

This policy was written to comply with Keeping Children Safe in Education 2018