|  |  |  |
| --- | --- | --- |
| Policy 02 | Review due | October 17 |
| Confidentiality Policy |  |

The aim of St James’ Cottage is to promote an environment of respect with reference to confidential information relating to the children, families or group users and the groups business.

**Procedure**

**Trustees & Fundraising Committee Members will be reminded that: -**

* During their term in office as Trustees & Fundraising Committee Members, they may be party to confidential information concerning the children, families or group users, and the group’s financial business. Any information that is received as a result of their position as a Trustee or Fundraising Committee member must remain confidential to them.
* Confidential issues must not be discussed with parents, or any other individual not connected with the organisation.
* During and after their term of office, they must not disclose or allow the disclosure of any confidential information (except in the proper course of their membership as a Trustee or Fundraising Committee)
* On an annual basis all Trustees & Fundraising Committee Members will be asked to sign the Confidentiality Policy acknowledging their responsibilities. This will be displayed on the notice board in the blue file.

**Staff, volunteers and students**

* A confidentiality section should be included in all staff employment contracts
* A confidentiality poster may be displayed on the notice board
* Staff, volunteers and students are given details about issues of confidentiality during their staff induction and requested to sign the Confidentiality Policy, which will be displayed on the notice board in the blue file.
* Staff have access to Tapestry on-line learning journals at work and at home, these have individual pins codes for security reasons. Any miss use of the on-line journals by staff will be investigated and in serious cases suspension or even exclusion will be considered as stated in our Disciplinary policy.

**Parents and Carers**

* Parents will have access to their child’s files using the Tapestry on-line learning journals, which is pin secured, along with any other relevant records of their own children held in cottage.
* Information given by Parents / carers to the manager or staff will only be shared in-line with our parental agreement and Safeguarding policy.