



CONFIDENTIALITY POLICY

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CONFIDENTIALITY POLICY

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KPC Aims:

- To safeguard the rights of young people who use KPC Youth and also the Management Committee, Staff members & Volunteers to confidentiality regarding personal information
- To take all reasonable steps to ensure any information disclosed in confidence will only be used in a way that protects and promotes the best interests of the individual, within the guidelines of the Child Protection/Safeguarding Children act
- To emphasise the responsibility of the individual Management Committee Member, Staff Member or Volunteer in promoting and maintaining confidentiality

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Information About Young People Attending KPC Youth

- Only the following Membership information will be kept: Name, Date of Birth, Address, Next of Kin details and contact numbers/email addresses, any special medical problems eg: allergies, school attended
- This information is held purely for contact details in emergency, and for statistics regarding funding applications/attendance at our Centre for monitoring and evaluation and personal details will not be divulged to outside agencies, except in the case of registration purposes to affiliated organisations
- Personal information is confidential and should be kept securely in the Staff Office/Admin Office
- Information will be held on young people for specific projects – eg: Families First, etc – and consent will be sought from the individuals as to if they consent to the info being kept on the QES Database
- Staff/Vols should be mindful that personal knowledge on families/individuals must not be divulged/discussed outside of KPC, but that professionalism must be adhered to at all times. Personal knowledge of young people by staff/volunteers must not influence

	interactions/how young people are dealt with at KPC, nor confidential issues relevant to that staff/volunteer discussed with members, who may be known to them outside of KPC	
3	<p>Staff Office:</p> <p>To ensure confidentiality with regards to information and discussion of confidential matters access to the Staff Office is to be limited and used only for work matters by Youth Work Staff/Project Development Manager, and only for getting mail/using lockers by other staff and vols. Members are <u>not allowed access to the Staff Office other than Youth Workers are dealing with confidential issues with them</u>. The Staff Office should not be used as a place to congregate in for staff and volunteers.</p>	
4	<p>Child Protection/Safeguarding Children Issues:</p> <ul style="list-style-type: none"> • Don't promise confidentiality – you have a legal responsibility to disclose information to those who need to know in order to safeguard a child or children in the public interest • Children are entitled to the same duty of confidence as adults, provided that for under 16s, they can understand their choices and the possible consequences relating to any treatment • Confidentiality may be over-ridden in cases where it is considered that a child may be in danger or that a crime is being or has been committed 	
5	<p>Management Committee, Staff & Volunteers</p> <ul style="list-style-type: none"> • Management Committee Members, Staff and volunteers are required to give their private address and telephone number to the Project Development Manager and to notify any changes to these personal details • Personal details and other documents relating to the individuals' employment will be kept in a personal file and are the confidential property of KPC Youth. An employee's file is available for inspection by that employee during office hours. • Directors will also have access to the employees' file • A breach of confidentiality by staff or volunteers about other staff/volunteers, members or work related issues will be subject to disciplinary action – this includes references to individuals (staff/vols or members)/KPC etc via social media sites such as Facebook, Twitter etc. • All Management Committee Members, Staff and Volunteers will be made aware of this policy and a copy will be kept in the Policy file, stored in the Staff Office 	

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Rehabilitation of Offenders

Paid or voluntary work with young people is not exempt from the provision of Section 4(2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. The provision requires KPC to ask all applicants to make known any criminal convictions, including spent convictions, that they may have as part of the recruitment process and for applicants to provide such information. The more detailed investigations involved in the Disclosure process will only apply to applicants provisionally offered an appointment to work with young people. Failure to disclose such convictions could lead to dismissal or disciplinary action.

If you have been sent to prison by a judge in the Crown Court, for 12 months or more, and at the same time were disqualified from working with young people, it is an offence to apply to work with young people.

A criminal conviction is not, in itself, a reason to refuse to employ you to work with young people. Due consideration will be given to the number of convictions, their type and frequency, when they were committed, the sentences imposed and how relevant they are to the position you have applied for.

Information given by you will be treated in the strictest confidence and will only be disclosed, with your authorisation, to people who need to know in connection with your employment.