YMCA EAST SURREY

Confidentiality policy

Approved: 19 September 2018
Reviewed: 1 September 2023
Review due: 1 September 2024

Purpose

YMCA East Surrey ensures that parents/carers and children can share information with us and be confident that information shared will only be used for the benefit of the child or young person.

We make sure that any information shared is done so whilst respecting the privacy of children and their parents/carers.

This policy to be read in conjunction with our Safeguarding policy and our GDPR policy.

Responsibilities and monitoring

Monitor: Head of Children & Young People
Approve: Board of Management
Endorse: Children & Young People Advisory Group
Propose: CEO
Draft and review: CYP Quality Manager

Policy and procedure

Each child attending Children and Young People's activities has a registration form or if appropriate an individual care plan – all of which are stored securely at the relevant scheme, and are accessed by authorised staff. During an outing the child's information will be carried in a lockable container.

CYP Registration forms and individual care plans contain a 'Consent and Permissions' section, where parents/carers have the option to provide or not provide permission for:
- ▶ Personal information about their child to be shared with other YMCA East Surrey project staff when appropriate
- ▶ Personal information about their child to be shared with other professional agencies (e.g. schools, doctors, social care)
- ▶ Photographs or video footage of my child to be used in YMCA East Surrey publicity materials (including the website, social media, annual review, project flyers and other publicity materials)

At induction and through training staff are made aware that when they are discussing a child, confidentiality should take priority unless there is a serious safeguarding issue.

Personal information will only be shared without permission where there is a serious safeguarding issue and when the child or another person may be put at risk of harm if information is not shared.