

Confidentiality policy

Approved: 19 September 2018
Reviewed: 1 September 2024
Review due: 1 September 2025

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 Safeguarding Children and Adults Policies and 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 and Insights Manager

Policy and procedure

Each child attending Children and Young People's activities completes registration details and if appropriate an individual care plan – all of which are stored securely and are accessed by authorised staff. During an outing the child's information will be carried securely

Senior CYP Managers are responsible for ensuring that when children and young people register with their service area that appropriate parental / carer consent is gained. Due regard is also taken for Safeguarding and GDPR policies when considering confidentiality and information sharing.

At induction and through training staff are made aware that when they are discussing a child / young person, 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 someone may be put at risk of harm if information is not shared.