



Confidentiality Policy

Freddie Farmer Foundation is committed to adopting practices and procedures which ensure confidentiality in respect of information relating to the clients of the organisation.

Internal Confidentiality

There should be no issue of breaking confidentiality within the boundaries of the team and supervisors. Information may be shared regarding individual young people within the team where it is regarded as being beneficial to the needs of the young person.

Information to Third Parties

No information about a particular individual with whom we are working should be given to any third party or agency without the permission of the individual concerned. No information will be requested of third parties regarding individuals by staff without the prior permission of the person concerned.

Exceptional Circumstances

There may be occasions when exceptional circumstances prevail, for example when the person or a third party are at risk or in immediate danger. There is no prescriptive list to cover all occasions, but an example could be:

- where the issue raised comes within Child Protection Committee Guidelines, i.e. situations of abuse affecting young people under 16 years of age

In such cases staff should follow the organisation's procedures on dealing with such circumstances.

Records

The purpose of keeping records is to:

- Retain details of personal information such as medical needs, emergency contact details, permission slip and agreements for activities or assistance
- Keep an up-to-date record of any support provided by the organisation.

Security

All records pertaining to young people shall be kept in a secure lockable filing cabinet. Only relevant staff shall have access to the cabinet.