



Confidentiality Policy

Stomping Ground will treat all personal information as confidential and only share it outside the Stomping Ground staff bubble where there is a safeguarding or legal requirement.

The purpose of this policy document is designed to establish a clear and agreed understanding of what confidentiality means within **Stomping Ground**, to ensure uniformity in practice and ensure that staff, volunteers, participants and clients know what they can expect from **Stomping Ground**.

Procedure

1. Users of Stomping Ground services

Stomping Ground recognises that a guarantee of confidentiality is an important factor in determining a level of trust and security.

In the course of delivering Stomping Ground activities and events, staff may obtain information, including very personal information, about individuals. This information might be obtained formally or informally, verbally, or in writing, and could be on a range of topics including:

- ! Health requirements;
- ! Family background;
- ! Financial information;
- ! Sexuality;
- ! Lifestyle preferences/rituals;
- ! Culture;
- ! Dietary needs;
- ! Personal support needs.

All participants have the right to be treated with respect and, as a general principle, all information provided by them should not be passed to anyone outside Stomping Ground except on a “need to know” basis. “Need to know” will be on an individual basis and should be agreed with the participant (or guardian where appropriate) concerned beforehand. Staff who are uncertain about who “needs to know” outside Stomping Ground, should consult with a director.

Safeguarding takes precedence over confidentiality. If a someone discloses information which indicates a safeguarding concern. Please refer to the Safeguarding Policy for further details.

Stomping Ground

Participate. Collaborate. Community.



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2. Staff and Volunteers

Stomping Ground will only gather and store information about its staff and volunteers that determine their suitability for their post and enable Stomping Ground to function effectively in its normal course of business.

Release of information

Confidential issues should not be discussed with or revealed to any person outside of Stomping Ground.

The exceptions are:

- ! If the employee or volunteer believes that there is safeguarding issue;
- ! Where there is a legal obligation.

Sharing of information within Stomping Ground

Stomping Ground will keep personal information within their staff bubble and treat it as confidential. Due care should be taken to ensure that confidential information is not heard or accessed by a third party. Information often has to be shared in an open way and the nature of confidential information should be made clear between the staff at that time.

3. Production and storage of written information

It is often necessary to keep a written record of dealing with children and young people. It is important to bear the following in mind when producing written records:

- ! Is it relevant?
- ! Who will be able to access this information?
- ! Is it objective?
- ! Is it accurate?
- ! Is it sufficiently detailed?

Information about a third person should not be recorded in an identifiable way until there is a specific reason for doing so.

We often have to take confidential information with us to events so we can check medical needs and allergies etc. We will store this where it is not visible to the public, labelled confidential and not left unattended.

All personal and sensitive written and computerised data of clients, participants, volunteers and staff should be stored in a secure location. This will be done in accordance with Information Commission Office (ICO)