



Empowering Young People

# Confidentiality Policy

October 2020

## 1.0 POLICY STATEMENT

This policy applies to all employees of HYP, irrespective of length of service and whether permanent, temporary, casual, part-time or on fixed-term contracts, trustees, management committee members and volunteers.

HYP reserve the right to amend this policy and the procedures contained within it as it sees fit or apply a different policy as appropriate.

All members of the HYP community should be mindful of our policies. Policies will be accessible from the HYP office and online.

The HYP community includes all staff members, trustees, members of the management committee, young people, parents/carers and visitors.

This document outlines HYP's confidentiality and information sharing policy and procedures for children and young people. It should be read in conjunction with the Safeguarding Policy and Data Protection Policy.

HYP recognises that building trusting relationships with professionals is important for vulnerable children or young persons and sharing information without the knowledge of that child or young person can damage trust.

The HYP team is committed to ensuring that staff have access to regular and appropriate training to support the health & welfare of the children, young people and their colleagues.

## 2.0 CONFIDENTIALITY STATEMENT

Personal information shared by young people with their youth worker or a member of staff will normally remain confidential within the organisation. This means that information provided by young people will not be shared with external agencies without the consent of

HYP, Humphry Davy Lane, Hayle, Cornwall, TR27 4AR  
info@teamhyp.co.uk 01736 755790 www.hyp.co.uk



COMMUNITY  
FUND



Hayle Town Council  
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BOW  
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Children's  
Foundation

The  
Elmgrant  
Trust

Charity No: 1124306



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the child, young person or parent. HYP is committed to safeguarding children, young people and information will be shared in line with the legal guidelines below.

### 3.0 LEGAL GUIDELINES

The Information Sharing Advice for Practitioners (HM Government March 2015) states that:

“Information sharing is vital to safeguarding and promoting the welfare of children and young people. A key factor identified in many serious case reviews (SCRs) has been a failure by practitioners to record information, to share it, to understand its significance and then take appropriate action.”

It is therefore essential that workers consider the benefits of sharing information where it is considered that the welfare of a child or young person is at risk, or where the service to that child or young person could be improved. The below flow chart taken from The Information Sharing Advice for Practitioners government must be used to inform decision making regarding information sharing, and decisions should be checked through your project manager or deputy manager.

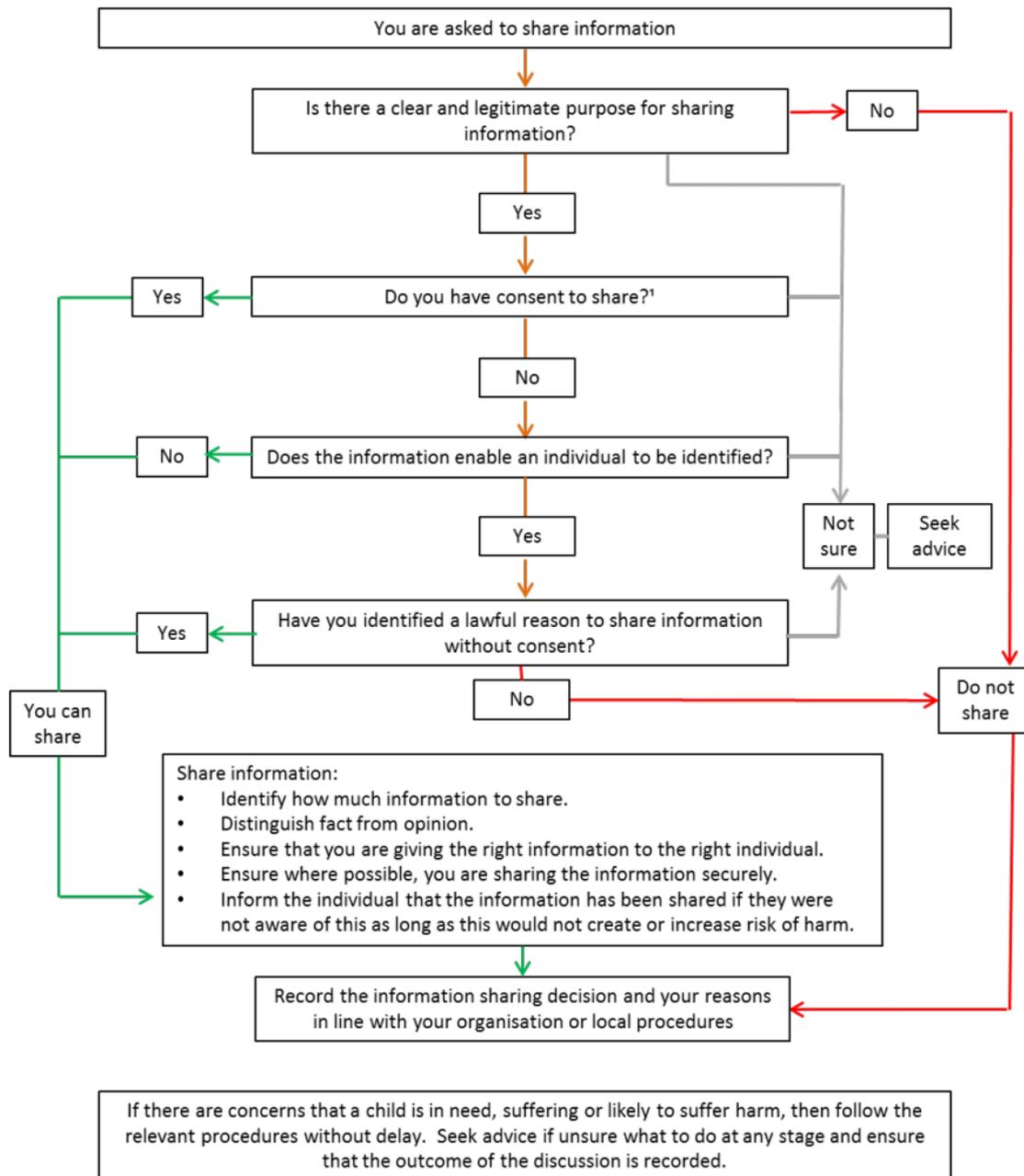
### 1.0 INFORMATION SHARING

Quality assurance processes require notes or case files on individuals to be viewed as part of an audit or official enquiry (for example, child protection procedures). This must be made clear to young people wishing to share confidential information with a HYP representative and in instances where they object but it's deemed in the interest of the young person to proceed, this decision must be recorded.





### Flowchart of when and how to share information





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Information will be shared with appropriate services, without the need to gain consent, when:

- There is a significant threat to life.
- Where potential or actual serious criminal offences are involved.
- A coroner's inquest, tribunal or a court require information as evidence.
- The young person is currently being abused, including sexual or other abuse
- The young person suspects or fears a sibling or other child may be at risk of abuse.
- The young person is a perpetrator of abuse.
- The young person alleges or suspects another person is perpetrating abuse.
- The young person alleges or suspects a professional carer is perpetrating abuse (youth worker, social worker, probation officer, residential care worker, etc).
- The young person is felt to be of serious risk of self-harming.
- The young person is in need of urgent medical treatment.
- The young person is felt to be a serious risk of causing harm to others.
- The young person is perceived to be at risk of serious harm through lifestyle choices or other potentially harmful courses of action

## 2.0 PROCUDURES

- Children and young people will be informed at the earliest opportunity and always at the outset of a meeting, interview or IAG session that HYP cannot offer absolute confidentiality, in line with the law and Safeguarding procedures.
- Posters will be displayed in prominent places explaining the confidentiality policy
- Children and young people will be offered an opportunity to discuss their understanding of confidentiality and the reasons why information they provide may be shared with or without their consent.
- If a member of staff receives a subpoena from a court to give evidence, they have a duty to respond.



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- In the event of a disclosure relating to a child protection issue then HYP Safeguarding and Child Protection Procedures will be followed.
- HYP staff will always endeavour to gain consent from the child or young person before sharing information. In some situations, including where the risk of harm is deemed high or the child or young person cannot be contacted, this may not be possible.

Subject to the above, no personal information (unless adequately anonymised) about any client of HYP is to be released to any external person or organisation.

