

Springboard Opportunity Group



Confidentiality Policy 2022

Springboard Opportunity Group welcomes children with any type of additional need from birth to 5 years and their families living in the North Somerset area.

Our work with children and families and professionals will bring us into contact with confidential information. To ensure that all those using and working at Springboard can do so with confidence, we comply with the Data Protection Act 1998 and General Data Protection Regulation (GDPR) 2018 and we will respect confidentiality in the following ways:

- Parents/carers will have ready access to the files and records of their own child but will not have access to information about any other child.
- Staff and volunteers will not discuss individual children, other than for purposes of planning and management, with people other than parents/carers of that child.
- The need for confidentiality never overrides the requirement to disclose any safeguarding concerns
- Information given by parents/carers to the staff will not be passed on to others without permission.
- No contact will be made with other agencies to gather information about a child or family without the required permissions.
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
- Any anxieties /evidence relating to a child's personal safety will be kept in a confidential file and will only be shared with those as deemed necessary, as stated in the safeguarding policy.
- Written observations of children may be made by staff or students. They will always be anonymous unless parental permission is gained.
- Volunteers and students will be advised of our confidentiality policy and required to respect it.

This policy should be implemented in line with other related policies including:

- Safeguarding
- Data Protection
- ICT policy

This policy was adopted at a meeting of Springboard Opportunity Group's Board of Trustees	
Held on:	8 th November 2022
Date to be reviewed:	November 2025
Signed on behalf of the Board of Trustees	
Name of signatory:	Elizabeth Manning
Role of signatory:	Chair