**Confidentiality**

***Rationale***

***ARM Children’s Centre Group understand the importance of confidentiality and respects people rights to anonymity.***

***Therefore ARM Children’s Centre Group has a strict confidentiality policy as follows.***

**Aims**

* *To only communicate sensitive and confidential information to the relevant people on a need to know basis.*
* *Provide and promote a confidential environment and professional ethos.*

**Responsibilities of all Staff;**

* To handle all information in a sensitive and professional manner
* Only discuss information to other colleagues and professionals on a need to know basis.
* When undertaking individual work with families always complete a confidentiality agreement with parents /carers involved.
* To read and understand other relevant policies:

1. Information Governance policy
2. Sharing information policy and guidance
3. Social Media Policy
4. Electronic Communications Code of practice

**Responsibilities of the Children’s Centre Service Manager;**

* To ensure all staff, students, volunteers and outside agencies understand their responsibility to maintain confidentiality of Children’s Centre users.
* Confidentiality can be overridden if a member of staff or Centre Manager has good reason to believe that a child or adult is at risk.
* Staff members or volunteers who break the confidentiality code of conduct will be disciplined by the Centre Manager according the Staff Competency and Disciplinary Policy and Procedures.