**Confidentiality Policy**

Young people’s records are kept within the building of the respite service as staff need to access them regularly. Any information in a young person’s record that is of a sensitive nature will be kept in a secure place. The address and telephone number of parents will not be passed on to anyone outside of Team Motivate without parents' permission, except when the duty of care to the young person overrides the need for confidentiality. In such cases we will pass appropriate information to other organisations.

**Policy statement**

* Confidentiality will be respected by all members of the Team Motivate staff and volunteers.
* No details regarding the young people and their families should be discussed outside the Team Motivate environment.
* Any information kept on a young person, which relates to their safety, will be kept in a confidential file that is secure and only shared with the senior staff team.
* All information kept on young people and their families, volunteers and staff will be kept in a secure environment and only available to relevant staff when necessary.
* Volunteers will be made aware of the confidentiality policy; they will not participate in team meetings or have access to confidential documents.
* Information shared by parents/carers will not be passed on without permission from the parent/carer.
* Written permission will be sought from the parents/carers to take photographs of young people for use at Team Motivate, and also for external purposes.
* When the young people terminate their registration with Team Motivate, the senior team will ensure that all personal records are removed and destroyed after a year.

**With any concerns regarding suspected abuse, our confidentiality policy will be extended to include relevant people from appropriate agencies.**