

SHARP

Procedure to Ensure the Confidentiality of Information Pertaining to Staff, Volunteers, Children and their Families.

SHARP fully supports the ethical standards of confidentiality required between a child and/ or their family and staff members/ volunteers. SHARP also adheres to the provisions of the Privacy Act 1993 to ensure personal details of staff, volunteers, children and their families are fully protected.

Any concerns about a child's development, whether it be emotional, physical, spiritual, intellectual or social (familial and/ or programme) must be brought to the Supervisors then Coordinator's attention in the first instance before parents/ caregivers are approached. Supervisors and Volunteers will not approach parents. This is the responsibility of the Manager. Staff and Volunteers will follow the SHARP Child Protection Procedure whenever they hear or see anything that concerns them regarding a child's well-being.

All written records and information gathered on Staff, Volunteers, Children and their families is used only for the purpose it was collected, will be stored in a locked office or in a secure computerised database accessible only to the Coordinators, Administration and Management.

Staff/ Volunteer and children's records and information will not be shared without the person's (whom the information is about) permission unless required by Child, Youth and Families approval team or legislation (including Child, Youth and Family Services, police or persons involved in CYFS approval process).

Staff are trained in all aspects of confidentiality, including the correct procedure to follow.

