



Confidentiality Policy

Date	Revised By:	Summary
14.12.13	Board of Trustees	DF Organisational Policy: General



DYSPRAXIA FOUNDATION

CONFIDENTIALITY POLICY

STATEMENT:

The Dyspraxia Foundation recognises that during the course of our work we will be privy to information of a confidential nature. This information should always be treated as confidential and not disclosed to others without the consent of those who are entitled to have it treated as confidential.

INTENT:

The Dyspraxia Foundation recognises the confidentiality of all its:

Staff	Volunteers	Committee
Service users	Members	Service providers
Job applicants	Other individuals or organisations	

We aim to ensure that confidential details of the above, which include:

Names	Addresses	Telephone numbers
Age	Employment status	Religious beliefs
Ethnic origin	Sexuality	Marital status
Financial status	Physical or mental disability	political beliefs
Physical or mental health	Race or colour	Class
Criminal convictions	or any other circumstances	

Are not passed on by:

Word of mouth	Telephone	Computer
Fax	Letter	or any other means

Without the prior permission of the person/persons involved.

Confidential details shall not be retained on computer as per the Data Protection Act.

DATA PROTECTION

A copy of the Data Protection Guidelines are available on request from

This confidentiality policy will be regularly assessed and updated if necessary, on an annual basis.

The exception to this policy is in cases of abuse as laid out below.

Dyspraxia Foundation staff, volunteers, trustees, advisors and others associated with the Dyspraxia Foundation should always be aware of abuse.

If they have any suspicions of abuse they should:

1. Report their suspicions to the General Manager, Chair of the Board of Trustees or Information Officer.
2. The General Manager, Chair of the Board of Trustees or Information Officer either alone or with the reporter, should inform abuser of intent to inform the Social Services.
3. The suspected abuser can themselves inform Social Services and be supported by a Dyspraxia Foundation befriender.
4. If step 3 not taken the General Manager, Chair of the Trustees or Information Officer can report to the Social Services her / himself.
5. **In an emergency this confidentiality policy is deemed invalid and you should report straight to the police if concerned about immediate risks and dangers.**

DEFINITION OF ABUSE UNDER THE CHILD PROTECTION PROCEDURES

PHYSICAL ABUSE

A physical injury or suffering to a child, or failure to prevent physical injury or suffering to a child (including deliberate poisoning or suffocation) where there is definite knowledge or a reasonable suspicion that the injury has been or may be inflicted by another person.

NEGLECT

A severe or persistent lack of attention to a child's basic needs resulting in significant harmful impairment of health or development or the avoidable exposure of a child to serious danger, including cold or starvation. (This includes abandoned babies/children and children who have been medically diagnosed as non-organic failure to thrive.)

SEXUAL ABUSE

The involvement of a child in sexual activity which is unlawful or, although not unlawful, is abusive to the child by virtue of being a breach of the adult/child relationship of trust (e.g. intercourse between a girl, over 16 and a man may be legal but if he is using his position of authority or trust to obtain her consent it would be abusive). The procedures apply to abuse by parents, carers or other adults, singly or acting in an organised way, or children. It includes abuse, which is rewarded or apparently attractive to the child. It includes abuse by adults who are strangers if this is encouraged by a child's responsible carer or caused by their failure to prevent it.

EMOTIONAL ABUSE

Significant harm to the emotional or physiological wellbeing or development of a child caused by the persistent or severe emotional ill treatment or rejection by parents/ carers. Although most abuse involves some emotional ill treatment, for the purpose of placing a child's name on the Child's Protection Register this category should only be used where it is the main or sole form of abuse.

CONFIDENTIALITY AGREEMENT

- I recognise that during the course of my volunteering/employment with the Dyspraxia Foundation, I will learn information about individuals that is confidential, and must not be disclosed to anyone outside without the permission of the person concerned

- I will respect the privacy of all volunteers and staff, and if I have any concerns around confidentiality issues, will confer appropriately with the General Manager, Chair of the Board of Trustees or Information Officer

- I agree to uphold this commitment to confidentiality both whilst I am volunteering/working with the Dyspraxia Foundation and elsewhere, and I understand that misusing information or breaching confidentiality may lead to termination of my voluntary placement/employment

Signature.....

Print Name

Date:.....

Information Officer /General Manager:.....

Print Name:

Date: