



Confidentiality policy

1. A Young person's personal details are kept strictly confidential and are only accessible to authorised members of staff.
2. All staff must observe PMACTIVE's confidentiality policy.
3. Staff will not discuss individual young people, other than for the purpose of planning or group management.
4. Parents may have access to their children's records at any time.
5. All employees work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual in the employment of PMACTIVE keep confidential any information that raises concerns about the safety and welfare of a child or young person.
6. The UN Convention on the Rights of the Child, to which the United Kingdom is a signatory, states that the wishes of a young person will be considered when considering their best interests.
7. Young people, particularly those under 16 years, should be encouraged to involve their parent(s) or guardian(s) in decisions about their health and care. If a young person chooses not to do this, their wishes should be respected. The only exception to this is where a young person is at risk.
8. From time to time it may be appropriate and beneficial to share information about a young person with other agencies on issues other than those that come under the umbrella of child protection. It is important in these circumstances that protocols are established to cover procedures for initiating referrals, exchange and security of information, confidentiality, responsibilities, and accountabilities. The rights of the young person should be preserved wherever possible.