

Michaela



FOUNDATION

Confidentiality Statement

Michaela Foundation is committed to ensuring peoples' rights to confidentiality but this right does not over-ride our duty to protect and safeguard children and young people. In relation to child protection and welfare we undertake that:

- Information will only be forwarded on a "need to know" basis in order to safeguard the child/young person
- Giving such information to others for the protection of a child or young person is not a breach of confidentiality
- We cannot guarantee total confidentiality where the best interests of the child or young person are at risk
- Parents/guardians, children/young people have a right to know if personal information is being shared and/or a report is being made to the authorities, unless doing so could put the child/young person at further risk
- Images or video clips of a child/young person taken during Michaela Foundation events will not be used for any reason without the consent of the parent/guardian. If consent is obtained, images or video material will only be used in the specified context, e.g. for promotion purposes in our publicity materials and on our website
- Staff/volunteers may have access to confidential information about children/young people in order to undertake their responsibilities. In some circumstances staff/volunteer may be given highly sensitive or private information. They should never use confidential or personal information about a child/young person or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other schools/services). Information must never be used to intimidate, humiliate, or embarrass the child/young person.
- Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.
- If a member of staff/volunteer is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to senior management.