

## BALLYMENA AREA CHILDREN'S CONTACT SERVICE

### CONFIDENTIALITY POLICY

Ballymena Area Children's Contact Service recognises that the contact process requires explicit confidentiality which all Child Contact Centre workers are obliged to observe. Therefore, we will ensure that:

- 1 Volunteers undertake not to discuss or disclose any details relating to a family outside of the Child Contact Centre.
- 2 Volunteers do not make verbal or written reports in any family proceedings.
- 3 The dates and times of a family's attendance will be made available to referring agencies upon request. No other information will be released unless a) a child is felt to be at risk of harm either inside or outside of the Child Contact Centre or b) anyone using the Child Contact Centre or a volunteer or staff member is at risk of physical violence.
- 4 Unless there is an agreement which allows them to do otherwise, Solicitors, Social Workers or any other individual or agency will not be allowed to carry out family assessments on Child Contact Centre premises.
- 5 All potential volunteers and employees must be vetted in accordance with the requirements of Access NI. The results of this check will be made available to the Coordinator and the chair of the Management Committee.
- 6 A parent's details such as his/her address or telephone number will not be passed to any other person or agency without their permission. The only exceptions to this will be if; a) a child is felt to be at risk of harm or b) anyone using the Child Contact Centre or a volunteer or staff member is at risk of violence.
- 7 All information relating to families and volunteers will be kept in a secure place at all times.
- 8 All information relating to families and volunteers, which has not been used for three years will be treated as confidential waste and disposed of as such.
- 9 Child Contact Centre users, referrers, volunteers and staff will all be aware of the existence of this policy and have access to it upon request.
- 10 This policy will be reviewed and if necessary updated annually.

**Confidentiality issues will be overridden by the need to act for the welfare of the child.**

**BALLYMENA AREA CHILDREN'S CONTACT SERVICE**

**CONFIDENTIALITY POLICY**