**Complaints, Confidentiality and Information Sharing**

**Confidentiality and Information Sharing Policy for Able2B**

• In general, all personal information will be treated as confidential

• The welfare of the child is always the priority

• Confidential information may be disclosed to Children’s Services or the Police if a child’s health and welfare needs protecting, or when a crime has, or may be, committed

• In cases of medical or other sensitive information being held, members of the group will only be informed on the ‘need to know’ basis

• If there are concerns about the welfare of a child or young person it is important for everyone to understand that they may not promise confidentiality

• Information is kept in a locked drawer in a filing cabinet, which is located within the Able2B office area at the Able2B gym. The Able2B gym building is locked securely when closed.

**Name:**

**Signed:**

**Organisation:**

**Date:**

**Date for review:**