



Volunteers Confidentiality Policy.

The purpose of this policy is to ensure that staff (volunteers, committee members and employees (whether paid or unpaid) working for Indigo Kids understand the meaning and importance of maintaining confidentiality in their work.

Definition

The nature of Indigo Kids' work is based on trust and confidentiality between the client and ourselves. It is important for the effective delivery of our services that our clients feel confident about giving us personal information without fear of disclosure.

Volunteers may be placed in a position where they have access to personally sensitive information and confidential records in order that appropriate services and signposting can be provided.

Practising Confidentiality

Confidentiality means not discussing information pertinent to a service user, client, business partner group or any commercially sensitive information outside of the Indigo Kids organisation.

If a volunteer has any concerns about the information they receive while a volunteer, these should be discussed with the member of staff who supervises their work immediately. It is important that a volunteer feels able to do this. In seeking the support of their supervisor a volunteer is not breaching confidentiality.

Statement

I understand that I will not disclose to any third party confidential information about any person or organisation using the services of Indigo Kids during the course of my voluntary work.

I also undertake not to misuse any information gained during my time and thereafter as a volunteer with Indigo Kids.

I understand that breaching confidentiality or misusing information may lead to disciplinary or judicial action.

A copy of this signed statement will be kept in my personnel file.

Name of Volunteer:.....

Signed

Dated:

Name of Manager:

Signed

Dated: