



Confidentiality Policy

It is The Copper Academy's duty to ensure that all information regarding the child, young adult and families who use the academy remains confidential. Parents will be asked to share information about their child/young adult, which will assist us in providing quality care that meets their individual needs. This information will not be discussed with anyone else without parental consent and all records relating to the child/young adult will be kept securely. Parents will be given access to records about their child/young adult and will have the opportunity to contribute to these records when appropriate. In exceptional circumstances where we feel a child/young adult may be at risk of harm, we have a legal obligation to report my concerns and share information with the relevant child protection authorities. In cases where it is in the best interests of a child/young adult to work in partnership with other professionals, we will seek parents' permission to share information with them and discuss the reasons for doing so. We are aware of our responsibilities under the GDPR (General Data Protection Regulations).

Confidentiality Procedure

On admission to the academy, parents will be asked to share information about their child/young adult, including personal details, dietary needs, health requirements and medical conditions, care routines, likes / dislikes and cultural preferences. We will also request information regarding who has legal contact with the child and who has parental responsibility, as well as emergency contact details. There may be additional information which parents would like to share and we will welcome any further details which support us in meeting their child's individual needs.

The academy is legally obliged to collect certain information. Other information is not a legal requirement but will enable us to provide care which meets each child's/young adults needs. Some of this information is classed as sensitive (e.g. race / ethnic origin, religious beliefs & health information) & will be treated as such. Parents are asked to inform us when there are any changes to their child's personal details, so that my records are kept up to date and accurate. The Child's/young adult's records will be kept no longer than necessary, however mandatory data retention periods must be adhered to.

All information provided will remain confidential and a personal file will be set up for each child/young adult attending the academy. Any personal data stored on the academy computer will be encrypted and password protected. All written records are kept in a locked cabinet, which can only be accessed by the academy staff, however parents are welcome to see their child's file on request.

The only circumstance, under which confidentiality may be breached, is if we believe a child to be at risk of harm. In these situations, we have a legal obligation to report our concerns to Children's Social Care (see Safeguarding Policy).

If we feel it is in the best interests of a child/young adult to work in partnership with other professionals, in order to meet a child's/young adult's individual needs, we will seek parents' written permission before sharing any information about a child/young adult in our care. We will only disclose information agreed with parents and only with the persons specified.

Data may be shared with Devon County Council, Cornwall County Council and CAMHS for the purposes of funding, ECHP reviews, psychological and disability assessments. However, written parental consent must be obtained via the parent declaration form when required.

On admission to The Copper Academy, parents are asked to provide an email address which we may use to send reports and updates on. Parents may request to opt out of email updates at any time. They will also be invited to join our Facebook Messenger Group, where we keep regular updates on what work we are doing at the academy and share images of the work produced.

We will review this policy and procedure every 12 months and/or in response to changes in legislation.

Written by – Emma Hosie

Written – June 2020

Next Review – June 2021