



CONFIDENTIALITY POLICY

All staff and volunteers are made aware of the need to keep details (personal, medical or additional needs) of individual children or young people confidential and not discussed with people other than the parent/carer of that young person.

Discussion of participants are kept confidential and not to be shared with anyone outside of our Directors, the BEING Outdoors CIC associates and volunteers.

Discussions with participants are kept confidential and not to be shared with anyone outside of our Directors, the BEING Outdoors CIC associates and volunteers—unless the personal safety of a young person is in question. At this point the Safeguarding & Child protection policy will take priority (see Safeguarding & Child Protection Policy for further details).

For each session, all consent forms and medical forms information for individual children and young people for that session are either held in a secure locked away folder by the Forest School leader on site or accessible online at our secure booking website. Consent forms, medical information and evaluation forms about all other children and learners are kept off site at the BEING Outdoors CIC office or securely by the FS lead for that programme.

Shield Tree Wood has its own secure lockable cabinet to store confidential information including emergency contact details and medical / allergy needs to ensure we meet GDPR standards.

When a hardcopy register is used, a photo of the hardcopy register is taken by the FS leader for that session / programme and sent to one of our Directors. The hardcopy is then burnt or shredded and the photo deleted from the FS Leader phone.

All personal details are stored in accordance with our Data Protection Policy.

All BO CIC annually sign our Non-Disclosure Agreement to support confidentiality and GDPR compliance.