



Muswell Hill

**Child
Contact
Centre**

**at Muswell Hill
Methodist Church**

Confidentiality Policy

1. The Muswell Hill Child Contact Centre is committed to providing a confidential service to all families that utilise our services. We believe that the principles of confidentiality must be integrated across all aspects of service and management.
2. The Muswell Hill Child Contact Centre considers its stakeholders have the right to confidentiality to protect their interests and safeguard the centre's services. We have a duty of care to ensure that no person or persons should be put at risk.
3. This policy is to be read in conjunction with the Data Protection Policy.
4. The Muswell Hill Child Contact Centre will respect the confidentiality of all family members other than in the following circumstances:
5. A concern about the welfare of a child which will be passed to Children's Services and/or the police.
6. A concern about physical violence to a user, or member of staff of the contact centre.
7. These circumstances apart, we will ensure that:
 - a. *Staff do not discuss or disclose any details relating to a family outside of the Child Contact Centre.*
 - b. *Staff do not make verbal or written reports in any family proceedings.*
 - c. *The dates and times of a family's attendance will be made available CAFCASS, Social Services or the courts upon request.*
 - d. *A parent's details such as his/her address and telephone number will not be passed to any other person (including their former partner) or agency without their permission.*
 - e. *Unless there is an agreement which allows them to do otherwise, Solicitors, CAFCASS Officers, Social Workers or any other individual or agency will not be allowed to carry out family assessments on Child Contact Centre premises.*
 - f. *All potential staff must have checks undertaken by the Disclosure and Barring Service (DBS) prior to taking up post.*
 - g. *All information relating to families and staff will be always kept in a secure place.*
 - h. *All information relating to families and staff which has not been used for three years will be treated as confidential waste and disposed of as such, except in the case of the accident book, or safeguarding reports which will be kept until the child reaches the age of 25 or 21 respectively.*

- i. *Child Contact Centre users, referrers, and staff will all be made aware of the existence of this policy and have access to it upon request.*

We are committed to reviewing our policy and good practice annually.		
Name: Daleep Mukarji	Signature:	Date:
This policy was last reviewed on: 5 th September 2024		