

CONFIDENTIALITY POLICY

For observance by all staff

CONTEXT

For the purpose of this statement confidential items are defined as follows:

- Business items that are agreed as confidential either prior to or during discussion.
- Business items that are minuted but where the relevant section of the minutes is separated from the rest of the meeting minutes – and not made available for public scrutiny.
- Where the minutes that contain the confidential items are circulated to management members only.
- Business items that relate to specific personnel or financial situations.
- Business items that are not reported to stakeholders

THE REQUIREMENTS FOR OBSERVING CONFIDENTIALITY:-

- **ANY** Child Protection issues especially those reported to the Welfare Officer.
- **ALL** incidents that have been reported to the Welfare Officer **MUST** stay confidential as it may prejudice the investigation.
- **All** management discussions are confidential in order to ensure everyone is comfortable about airing their views.
- **Published** minutes will reflect the tenor of discussion and decisions made, but not who contributed what, *unless this is specifically requested by a member of the management team and authorised by the Chair.*
- No verbal reports from management meetings should be relayed unless agreed by the management– and absolute clarity of *what* may be reported is vital.
- The management advocates the ‘four wall’ principle i.e. discussion stops once participants leave the four walls within which the meeting has taken place. Even conversations between managers should not continue outside the room as this could be overheard / misconstrued / deemed divisive.
- On no occasion should managers divulge the detail of management discussions – particularly if they disagree with a decision taken.
- Once a decision has been democratically made, all managers must support that decision – inability to do so compromises the team effectiveness of the management team.
- The drawing up and dissemination of minutes should be done in an atmosphere of confidentiality.
- The management adopts a code of conduct to which all managers, current and new, subscribe to.

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