

Confidentiality Policy

Family Support Worker



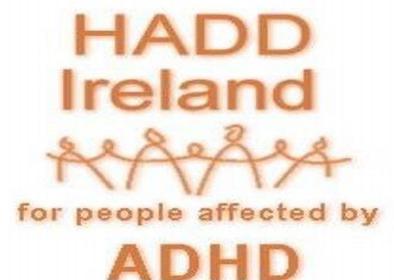
I (name) _____, agree to respect the privacy of the family I have been placed with and maintain strict confidentiality both throughout the duration of my participant and after it has ended.

Confidentiality refers to the limited use of information about service users and their families that is obtained by staff during the course of their work. In certain circumstances there may be limits to confidentiality, for example, when safety or legal issues arise.

This policy is designed to protect both you, the volunteer, and the family that you have been placed with.

Protection of the family:

- You must treat information about service users as confidential and use it only for the purpose for which you obtained it unless to do so would put the service user or others at risk.
- You must not knowingly release any personal or confidential information to anyone who is not entitled to it except if the law or your professional practice obligations require you to do so. You must also check that people who ask for information are entitled to it.
- You must only use information about a service user to provide service to that person or if the service user has given specific permission to do so.
- You should consult service users about their preferences regarding the use of information about them.



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- Information may need to be shared with other relevant professionals to provide safe and effective care. If disclosure of a service user's information is necessary as part of their care, you should take reasonable steps to ensure that you make such a disclosure to an appropriate person who understands that the information must be kept confidential.

Protection of the volunteer:

- Do not reveal personal data that is not related to the support that you are providing to the family.
- Aspire does not permit family support workers to link with service users who are under the age of 18 on social media platforms.
- Your privacy is important and personal information relating you will not be shared with any third party without your permission.
- If volunteers are unclear about these boundaries, they are to consult with the family support coordinator.

Breach of confidentiality will be taken very seriously and may result in a dismissal from the programme without a reference.

Signed _____ Date _____

Signed _____ Date _____

