

Confidentiality Policy

General Principles

Working with students often brings us into contact with confidential information. To ensure that everyone working at the Centre can do so with confidence, we will respect confidentiality in the following ways:

1. Students will have access to files and records of their own information but will not have access to information regarding any other student.
2. Staff will not discuss individual students, other than to the students themselves.
3. Issues regarding the employment of staff, whether paid or a student on placement will remain confidential to the people directly involved with making personnel decisions.
4. Any anxieties/evidence relating to a student's personal safety will be kept in a confidential file and will not be shared within the group except with the student's tutor.
5. Students on placement will be advised of our confidentiality policy and required to respect it.