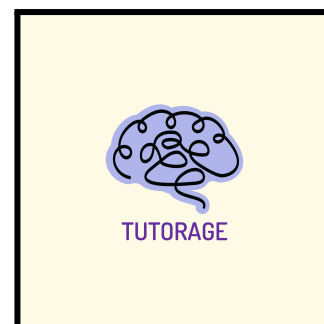


Confidentiality Policy

Document last updated: *February 2025*



Confidentiality and sharing information

Our paramount priority with respect to Confidentiality and Data Protection is the thorough and speedy response to Safeguarding and Child Protection concerns. Therefore, expediting the sharing of information with respect to children or young people is critical in order that those people can be Safeguarded.

With respect to this entire Confidentiality Policy, it must be noted that, both The General Protection Regulations (2018) and The Data Protection Act (2018) do not prevent any concerned party from sharing information in relation to safeguarding and child protection.

With this in mind:

- The DSL and Company Director must always be contacted before the information is shared with any external party, except in cases where there is safeguarding and child protection concern or emergency, in which the contacting of the police may be a necessary first step.
- Concerns about children or young people should be shared as efficiently as possible to help the DSL, or the Deputy DSL and other parties that may become involved, help understand, assess and respond appropriately.
- **Do not** let the fear of a lack of understanding of Data Protection or Confidentiality stand in the way of a safeguarding emergency. The core priority is to keep the child or young person safe.
- Consent to share specific information should only be sought where doing so does not increase the risk of harm to a child or young person.
- **Never** assume that information which concerns a child or young person's safety will be passed on to the appropriate party.
- Where there is no safeguarding emergency and a child or young person is not at immediate or future risk, any information sharing should be kept on a need to know basis within Tutorage C.I.C. Where there is doubt about what information can be shared externally to Tutorage C.I.C, the DSL or his Deputy

should be contacted to provide advice on each particular case.

Contact details

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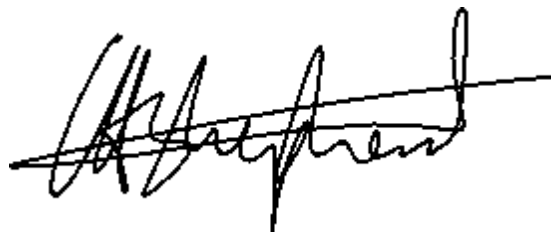
This Confidentiality Policy is reviewed every twelve months, and, where appropriate, is updated to reflect any statutory changes/improvements to Confidentiality Policy.

This policy was last reviewed February 2025

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Claire Shepherd

DSL

A handwritten signature in black ink, appearing to read 'Claire Shepherd', with a horizontal line drawn through it.