

Free2b Girls Confidentiality Policy

Free2b Girls is committed to upholding confidentiality and ensuring that all members are able to share information in a private and confidential manner.

Free2b Girls ensures that information shared by all members both verbal and written is kept strictly confidential, unless disclosure of a child safety concern is required by law.

For the purpose of this policy:

- Members are all staff, volunteers, participants and associated organisations involved with Free2b Girls programs and services

Members are expected to:

- Understand and respect the importance of maintaining confidentiality
- Keep all internal matters of the organisation confidential
- Keep records, files and documents in a locked, secure area to ensure confidentiality
- Ensure confidential information is out of sight, at all times, including when off premises.
- Ensure that all information is only seen by colleagues in relation to their assigned role.
- Obtain consent before sharing information requested by other individuals/organisations.
- Participate in professional development and training as requested by Program Coordinator
- Contact Program Coordinator to address any confidentiality concerns

Confidentiality Breaches:

The Program Coordinator and the Incident Support (IS) team will address any breach of this policy. Depending on the seriousness of the concern, action taken may include ‘counselling’, training/support, formal warning, termination of employment or contract and/or exclusion from programs and services.

All parties impacted by the breach will be provided with appropriate support.

Related Policies, Guidelines and Documents

Reporting Child Abuse (Mandatory Reporting) Policy

Safeguarding Children Policy

Duty of Care

Code of Conduct

Social Media Policy

Group Safety Guidelines and Social Media Guidelines

Non Disclosure Agreement

