

Growing Roots



Gardening for Personal Growth

## **CONFIDENTIALITY POLICY**

It is the policy of Growing Roots to respect everyone's rights to privacy. Everyone is defined as paid employees and volunteers working for Growing Roots, the children, young people and adults who take part in programmes run by Growing Roots and their accompanying staff from partner agencies. We expect paid employees and volunteers working for Growing Roots to work within the guidelines of this policy and to sign a confidentiality statement before starting work.

### **Personal disclosures**

If a child/young person makes a disclosure:

- The child/young person needs to be told, before disclosing, that confidentiality will not be guaranteed if the information they disclose show that they or someone else is at risk of harm
- the information should not be passed on to anyone if the child or anyone else is clearly not at risk from harm
- If there is any doubt as to whether the information disclosed is a child protection issue, then the information should be discussed out of hearing of others with the Social, Vocational and Therapeutic Horticulturalist/ Horticultural Project Leader for Growing Roots or Lead staff member of partner agency on the same day

### **Breaking confidentiality**

If confidentiality has to be broken because someone may be at risk of harm then:

- The child/young person must be told who the information will be given to in order to alleviate any fears that everyone will know
- If practical, the child/young person will be told when the information has been passed on and what will be done with the information.

## **Passing on information indiscriminately**

- All paid employees and volunteers will be made aware that they should not pass on information about any participants on the projects indiscriminately.
- Any written information received about the needs of programme participants will only be used to inform the planning of a therapeutic horticultural session by the Social, Vocational and Therapeutic Horticulturalist/Horticulture Project Leader. It will be kept in a locked cupboard and destroyed at the end of the project.
- All paid employees and volunteers will be asked to consider the suitability of the surroundings and presence of other people when they have conversations that may need to be kept confidential
- All paid employees and volunteers are asked not to talk about personal situations of other employees, volunteers, participants in the horticultural project or anyone else while working/volunteering for Growing Roots.
- Information on application forms completed by employees, volunteers and directors are kept in a locked cupboard and will be kept whilst there is a working relationship with Growing Roots and for a period of up to five years from the end of the working relationship.

## **Website and social media**

- Any photographs of children/young people on Growing Roots website will not include individual names
- Photographs of children/young people for whom permission has been given in writing should only be taken on the Growing Roots camera and only used to illustrate reports of the project to funders and partner agencies and to illustrate activities undertaken by Growing Roots on the website's blog page.
- Employees and volunteers must not place any personal details of other employees and volunteers or individuals taking part in Growing Roots' horticultural projects onto social media.

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