

# Slow Theatre Company

## Confidentiality and Information Sharing Policy

- In general, all personal information will be treated as confidential
- The welfare of the child is always the priority
- Confidential information may be disclosed to Children's Services or the Police if a child's health and welfare needs protecting, or when a crime has, or may be, committed
- In cases of medical or other sensitive information being held, members of the group will only be informed on the 'need to know' basis
- If there are concerns about the welfare of a child or young person it is important for everyone to understand that they may not promise confidentiality
- Information is kept in a locked drawer or cabinet, which is in a locked room or building.

Understand and agree to the using of social media, and email policy.

**Name:**

**Signed:**

**Organisation:**

**Date:**

**Date for review:**