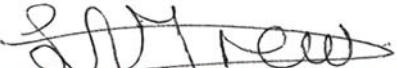


# **Confidentiality Policy**



Signed .....  Name...Linda Trew...(Chairperson)...  
(on behalf of the Management Committee)

Date...21st January 2021 .....

To be reviewed January 2022

## **CONFIDENTIALITY POLICY**

**Attention Deficit Disorders Uniting Parents (ADDUP)** was set up to bring families together, to guide parents in the right direction to find the practical help they need for their children and to promote both public and professional awareness of ADHD. We value the input that we have from our staff and volunteers in delivering the high standard of service to our users

Confidentiality will normally be assured to anyone seeking information, advice and/or support from any member of Addup staff. This means that whatever the parent/carer discloses will not be discussed with anyone else without the written permission or at the written request of the parent.

However, there is one exception to this general principle: if information is disclosed or circumstances arise in which any member of Addup staff think that a child or young person is suffering or is likely to suffer significant harm, the information received will be discussed with the relevant line manager. If they jointly decide that this information should be passed on to Children's Social Care, the member of staff will try to encourage and support the parent to do this directly, but if she/he is unwilling, or this is not possible then the information will be passed onto Children's Social Care, and the parent/carer(s) informed when this has occurred.

Should this situation arise Addup will still be willing to continue to advise and support the parent/carer(s) with their issues regarding Attention Deficit Hyperactivity Disorder and will advise them on who to contact for appropriate support, subject to parent/carer(s) wishes.

The circumstances in which this might arise include (this is not an exhaustive list):

- Where there is evidence that physical, sexual, emotional abuse and/or neglect of a child has taken place or is likely to and Children's Social Care do not already know this.
- Where a person who has been refused contact with a child is in fact having contact with a child.
- Where a court order or undertaking is in existence and is being breached.
- Identify when Addup's own reporting threshold is breached

Any breach of this policy will be addressed by the Management Staff and reported to the Chair.