

Date: June 2009

Waltham Forest Parent Partnership

Confidentiality Policy

The Parent Partnership Service (PPS) offers a confidential service to parents/carers. We are a parent/carer referral service only and clients cannot be referred from other agencies.

Any information about a parent, including whether or not they have been in contact with the PPS must not be shared with anyone outside PPS unless:

1. The parent has given permission for information to be shared about their child

Or

2. There are strong public interest concerns, i.e. child protection.

Information is held on a secure database, only accessed by Waltham Forest Parent Partnership staff. Data is only entered once parents have given permission for this to happen, paper files are held in a locked cabinet. We work under guidance from the Local Authority on how long these files can be kept.

Parent Partnership staff will obtain consent from parents before consulting any other organization or files, or discussing the young person with the Local Authority, school or any other agencies. Parent Partnership does not have access to the Local Authority database of children in education in Waltham Forest.

The only exception to confidentiality is in regard to information which leads us to believe a child is a risk. We have a legal responsibility to follow the:

- All London Child Protection Procedures
- Local Safe Guarding Children's Board Procedures

Parent Partnership is part of the Local Authority and any complaint about Parent Partnership should be made using the Local Authorities Complaint Policy.

**Parent is used to describe parents and carers*

Review Date: APRIL 2010