

Confidentiality and Limitation of Confidentiality Policy

Shaolin Temple Martial Arts and Cultural Centre

Member of British Council for Chinese Martial Arts (BCCMA)



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Purpose

This policy outlines how confidentiality is maintained within our organization, particularly in communications with children and new members, and defines the circumstances in which confidentiality may need to be breached to ensure the safety and well-being of individuals.

Scope

This policy applies to all staff, volunteers, children, and new members involved in our programs and services.

Confidentiality

1. **General Rule:**
Our organization values the privacy of our members and participants. Information shared during conversations, sessions, or activities is treated as confidential and will not be shared without permission.
2. **Private Conversations:**
We create a safe and supportive environment where children and members can speak freely. Everything discussed will remain private, with few exceptions.

Limitation of Confidentiality

While confidentiality is important, there are certain situations where we are legally or ethically required to share information with appropriate authorities or professionals. These situations include, but are not limited to:

1. **Risk of Harm:**
If someone shares information indicating they or someone else is in immediate danger of harm (e.g., physical injury, abuse, neglect, or self-harm), we are required to report this to ensure safety.
2. **Child or Adult Safeguarding:**
If there are concerns that a child or vulnerable adult is experiencing abuse, neglect, or exploitation, we are required by law to report this to child protection services or adult safeguarding authorities.
3. **Legal Obligations:**
In some cases, we may be required by law to share information due to a court order or other legal mandates.
4. **Public Safety:**
If withholding information could endanger others, such as in cases of violence or serious criminal activity, we will report the necessary details to the appropriate authorities.

Informing Children and New Members

We make sure all members, particularly children, understand the limitations of confidentiality by:

- Using age-appropriate language to explain that most things shared will remain private unless it involves their safety or someone else's.
- Providing examples to make it easier to understand, such as explaining that if someone is being hurt, we may need to tell someone who can help.
- Offering a clear explanation to new members about when and why we might need to share confidential information.

Process for Breaching Confidentiality

1. **Notification:**
Whenever possible, we will inform the individual if we are going to breach confidentiality and explain the reason why.
2. **Who Will Be Told:**
Only relevant authorities or professionals will be informed, and only the necessary details will be shared.
3. **Follow-up:**
After sharing the information, we will continue to support the individual through any resulting processes, such as investigations or interventions.

Review and Communication

This policy will be regularly reviewed and updated to ensure it complies with current legal standards. All staff and volunteers will be trained on confidentiality and its limitations. Members and children will be informed of this policy when they join the organization.

Contact

If you have questions or concerns about this policy, or need clarification about the limitation of confidentiality, please contact Myrsini at Myrsini@shaolintemplecc.org or 07387152994

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