



turn a frown upside down

Volunteer Confidentiality Agreement

As a volunteer within Befriend a Child you must not divulge any information to a third party, regarding the names of any persons or children involved in the organisation.

Should the child tell you something that you have to pass on, you should explain to the child that you cannot keep this secret and why. You must always contact the Organisation or the child's Social Worker with this information.

Under the Protection of Children (Scotland) Act 2003 anyone working with children now has a legal obligation to pass on any issues regarding Child Protection to the Social Work Department.

Any information passed on to Organisation regarding Child Protection will be handled sensitively.

Befriend a Child will also keep a personnel file on all volunteers recording activities, outings and any discussions which have taken place regarding the befriending. This information will be kept in a locked filing cabinet. A volunteer can have access to this information on request; however sensitive material regarding the child's circumstances will be withheld.

Under no circumstances will Befriend a Child divulge any personal information about our volunteers to the family of the child being befriended. The only information relayed will be the volunteer's first name.

NAME _____

POSITION _____

SIGNATURE _____

DATE _____