



MINDJAM – CONFIDENTIALITY **STATEMENT**

Approved by: Dan Clark, Vikki Hearst

Last Reviewed: May 2024

Next Review: May 2025

MindJam is completely committed to providing a safe environment for all Mentees, Families, Mentors and MindJam Employees. It is important that anyone feels they can trust MindJam if they want or need to talk to someone about a concern or worry, either about themselves, or someone else.

Mentee Confidentiality Guidance

If you tell your Mentor something which is worrying you, your Mentor will take what you have said seriously. They will listen to you and may take notes to properly remember the things you have said and to give you as much support as possible. We understand that it can be difficult to talk about worries either for yourself or someone else.

Any information you give to an adult will be treated as sensitive and confidential and will not be shared with anyone outside of MindJam unless we believe that you, or another person, is in danger or is being harmed. In this case, we will tell you that the information has to be shared with the appropriate agencies. We will explain this to you and support you, and we will tell you who we have told and what we have told them.

Mentors cannot promise to keep secrets about things that are of a safeguarding concern or that suggest someone is suffering harm.

Disclosing a Concern or Worry

If you approach us with a worry or concern, any information you give to a member of MindJam will be treated as sensitive and confidential and will be overseen by the Safeguarding Team.

The information you provide will only be shared with other agencies if we are really worried about you or someone else's safety. In this case we will be clear about why and who we need to share that information with.

If you prefer to tell us about a safeguarding worry or concern without speaking to someone, you can complete the Safeguarding Reporting Webform:

<https://forms.gle/XMKjvctSRkmqKb5T6>

We take all worries/concerns seriously.

Confidentiality Statement Assurance

- Any notes taken will be kept and stored in a safe and secure manner.
- Any information you have shared in confidence will not be discussed unless there is a child protection or safety concern, or you give your permission for the information to be discussed with someone else.
- We will tell you when information cannot be kept confidential.
- All concerns reported will be taken seriously and where required, acted upon.
- We will support you and encourage you to talk to other people (e.g. a parent or guardian) or a professional, where we feel it would help you.