**I am confident of my role and responsibility in ensuring confidentiality**

Evidence for Self-Assessment – Quality of Care and Support

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| **Examples of good practice** |
| * I am aware of the need for confidentiality.
* I do not inappropriately discuss any of the children or families who use my service outwith the business or with friends or family.
* Social media sites that I use are secure and privacy settings are appropriate.
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| **Reflective Questions** |
| How effective are my recording procedures?How aware am I of the risks associated with social media? |

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| **Additional evidence; If you are undertaking SVQ Social Services (Children and Young people) you may find the questions below could provide evidence of your prior learning. You should discuss these with your assessor.** | ✓ |
| How can I explain to a child my responsibilities to disclose any information about potential or actual harm or abuse, ensuring this was appropriate to their age, ability and level of development? Promote the Safeguarding of Children and Young people PC17 |  |
| What are the boundaries of confidentiality within my role in regard to safeguarding children? Promote the Safeguarding of Children and Young people PC18 |  |
| How do I maintain confidentiality within legal and work setting requirements and also take account of the child’s safety and welfare. Promote Effective Communication PC27 |  |
| How do I maintain the security of records and reports in line with confidentiality agreements and legal and work setting procedures? Promote Effective Communication PC38 |  |
| What are the legal requirements, policies and procedures for the security and confidentiality of information? Promote Effective Communication + Promote the Development of Children and Young People + Plan and Organise Environments for Children and their Families KP35 + Promote the Safeguarding of Children and Young People KP33 |  |
| What are the legal and work setting requirements for recording information and producing reports including the use of electronic communication. Promote Effective Communication + Promote the Development of Children and Young People + Plan and Organise Environments for Children and their Families KP 36 +Promote the Safeguarding of Children and Young People KP34 |  |
| What are the principles of confidentiality and when do I pass on otherwise confidential information? Promote Effective Communication + Promote the Development of Children and Young People + Plan and Organise Environments for Children and their Families KP37 + Promote the Safeguarding of Children and Young People KP35 |  |