**Confidentiality Policy**

To allow you to build a trusting and effective relationship with your Mentee we offer all young people who access the project a ***three-way confidential service***. By three-way we mean confidential between yourself, your Mentor and the Virtual School Head/PSW.

This means that:

Anything a mentee says to you will be treated with respect. We will not discuss any personal details outside of the confines of the mentoring relationship without the young person’s knowledge.

Confidentiality will only be broken in very ***exceptional circumstances***, and usually we would discuss this with the young person before taking any action. This would be if:

* A young person tells you something that makes you believe they or another young person are being harmed or at risk of being harmed
* A young person tells you something that makes you believe that a crime has been committed or there is a risk of a crime being committed.

###### Informing young people about our Confidentiality Policy

Best practice would be to:-

* Inform young people about the Confidentiality Policy when they join the project and check that they understand it.
* Having confidentiality statements on display
* At the start of a session
* Where appropriate remind young people about your roles and responsibilities with regard to Confidentiality
* Where appropriate ensure that the young person knows when you are passing on any information

**How to inform young people about our confidentiality policy**

“Before we go any further, I need to tell you that in my role as an employee of Walsall Council. Although our discussions are confidential (between you and me) where I feel that you are at risk, in danger, or in breach of the law’ I will not be able to keep this information to myself, I will have to tell someone else.”