## Confidentiality Agreement

Confidentiality Agreement

Confidentiality Declaration

Name of Subject ………………………………………………………………………………………………………….

Date of Meeting................................................................................................................

Location of Meeting………………………………………………………………………………………………………

In working with subjects, Police, Social Work Department, other agencies, church representatives and other persons as may be appropriate, all persons present at this meeting have agreed to boundaries of confidentiality. The persons present within this meeting respect those boundaries and hold the meeting under the shared understanding that:

* The disclosure of information outside the meeting, beyond that agreed at the meeting, will be considered as a breach of the subject’s confidentiality and a breach of the confidentiality of the agencies involved
* All transmitted documents must be anonymised to prevent the identification of the subject
* All documents must be stored in an appropriate manner e.g. two lock fast barriers (locked cabinet within locked room)

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| Name | Organisation  | Position | Signature |
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Quick Guide for Safeguarding Panels.

If you know, or think, that an individual might pose a risk to your congregation in attending for worship, seek advice from the Safeguarding Service in the Church of Scotland National Offices. The service can be reached on telephone number: 0131 240 2256 or via email to:  **s**afeguarding@churchofscotland.org.uk.

A Safeguarding Officer will arrange a meeting with the Safeguarding Panel and the individual concerned.

Following that meeting it may be appropriate for a Covenant of Responsibilities to be introduced or other action to be taken.

Once a Covenant of Responsibilities is in place it will be managed by the Safeguarding Panel together with a Safeguarding Officer from the National Offices in accordance with Safeguarding Service Handbook 5, Managing those who pose a risk.