



The Chaplaincy Centre

Confidentiality Policy

This Confidentiality Policy applies to the Chaplaincy Team, which is defined as the Chaplain and Chaplaincy Assistants. Student Chaplaincy Assistants and leaders of societies affiliated to Chaplaincy are encouraged to abide by the Confidentiality Policy.

1. The Chaplain and Chaplaincy Assistants will be available to listen to students and staff members whenever they are on duty and are not engaged in activities which are incompatible with such conversations. Where a Chaplaincy Assistant does not feel comfortable conducting a conversation for any reason, the student or staff member should be referred to the Chaplain or another appropriate person.
2. Any Chaplaincy Team member may pray with a student or staff member upon request.
3. Any student or staff member requesting ministry which can only be administered by a Priest, according to the regulations of the Church of England, must be directed towards the Chaplain. In the absence of the Chaplain, the student or staff member may be directed towards the Vicar of the Parish.
4. In instances where the Chaplaincy staff member believes the student/staff member would benefit from counselling, the Chaplaincy staff will encourage them to visit an appropriate counselling service. For students, this would normally be the Student Counselling Service.
5. If the member of Chaplaincy staff believes there may be medical concerns, they must advise the student or staff member to visit their G.P.
6. Any personal circumstance/crisis shared with a Chaplaincy team member remains confidential with the Chaplaincy Team unless the student/staff member specifies and agrees otherwise.
7. The only exceptions to this are:
 - a. If a student member is considered to be a danger to themselves and/or others when the University College's 'duty of care' would take precedence. Chaplaincy Assistants must report such instances to the Chaplain. The Chaplain must report such instances to the Head of Student Support or Counselling Coordinator.
 - b. If the Chaplaincy team member has a legal obligation to break confidentiality. Chaplaincy Assistants must report such instances to the Chaplain in the first instance, although they may choose to report directly to the Vice Principle/Deputy Chief Executive of the University College. The Chaplain must report such instances to the Vice Principle/Deputy Chief Executive of the University College.
8. When confidentiality has to be broken the Chaplaincy team member must explain to the student/staff member:
 - a. That they will break their confidentiality;

- b. With whom they will break confidentiality;
 - c. Why they will break their confidentiality.
9. In these circumstances, those breaking confidentiality should keep a written record of the event and detail how they followed the procedures of the Confidentiality Policy. This written record will be kept securely and in accordance with the University College's Data Protection Policy.

Document Title	Confidentiality Statement
Document Ref:	L:\Chaplaincy\Policies
Version	1.0
Issuing Authority	Chaplain – Revd Paul N Thompson
Owner	
Author	David Beadle
Document Date	30 th November 2009
Last Amended	30/11/09
Sensitivity	open
Circulation	Taff and students via web and intranet
Effective from	
Review Date	November 2010
Effective until	
History	