

University of St Mark & St John

The Chaplaincy Centre

'at the heart of the University'

Confidentiality Policy Statement

This Confidentiality Policy applies to the Chaplain and Chaplaincy Assistants at the University of St Mark and St John.

Student Chaplaincy Assistants and leaders of societies affiliated to the Chaplaincy are also encouraged to abide by the Confidentiality Policy.

1. The Chaplain and Chaplaincy Assistants will be available to offer spiritual counsel to students and staff members whenever they are on duty and are not engaged in activities which are incompatible with such conversations. If, for any reason, a Chaplaincy Assistant is uncomfortable with a conversation, the student or staff member will be referred to the Chaplain or other appropriate person.
2. Any Chaplaincy Team member may verbally pray with a student or staff member upon request. Any other form of prayer ministry will not be carried out without first discussing it with the Chaplain.
3. Any student or staff member requesting ministry which, according to the regulations of the Church of England, may only be administered by a Priest must be directed to the Chaplain. In the absence of the Chaplain, the student or staff member may be directed to any other locally available Church of England priest. (*Contact details are available at the chaplaincy office*)
4. Where a Chaplaincy staff member believes a student/staff member would benefit from counselling, the Chaplaincy staff member will encourage them to visit an appropriate counselling service which, in the case of students, would normally be the Student Counselling Service.
5. If a 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 or crisis shared with a Chaplaincy team member will remain confidential within the Chaplaincy Team unless the student or staff member specifies and agrees otherwise.

7. The only exceptions to this are:
 - a. When a student/staff member is considered to be a danger to themselves and/or others then the University's 'duty of care' would take precedence. Chaplaincy Assistants must first report such instances to the Chaplain who, in the case of students will report to the Head of Student Support or Counselling Coordinator and in the case of staff to the Head of Human Resources.
 - b. When the Chaplaincy team member has a legal obligation to break confidentiality. Chaplaincy Assistants must first report such instances to the Chaplain, although they may choose to report directly to the Deputy Vice Chancellor. The Chaplain must report to the Deputy Vice Chancellor.
8. When confidentiality must be broken the Chaplaincy team member must explain to the student or 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 have followed the procedures of this Confidentiality Policy. This written record should be kept securely and in accordance with the University's Data Protection Policy.

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