



# GROUNDING FUTURES

GUIDING YOUR NEXT CHAPTER  
THROUGH REFLECTION

CONFIDENTIALITY POLICY Grounded Futures Trading name of AVJ Coaching and Consultancy Ltd (Company No. 16964022)

1. Purpose This policy outlines how Grounded Futures manages, protects, and shares information provided by clients. It ensures that confidentiality is upheld while recognising the legal and ethical responsibilities relating to safeguarding and information sharing.
2. Scope This policy applies to all information shared with Grounded Futures during sessions, communication, or any professional interaction. It covers verbal, written, and digital information.
3. Commitment to Confidentiality Grounded Futures is committed to maintaining confidentiality and respecting the privacy of all clients. Information shared during sessions will remain confidential unless there is a clear and lawful reason to share it.

Grounded Futures will:

- Treat all client information with respect
  - Store information securely
  - Share information only when necessary and appropriate
  - Explain the limits of confidentiality clearly to clients
4. Limits of Confidentiality cannot be maintained when:
- A child or vulnerable adult is at risk of harm
  - There is a risk of serious harm to the client or another person
  - A crime may have been committed
  - Disclosure is required by law
  - Information is requested by statutory safeguarding agencies

Where possible, clients will be informed before information is shared, unless doing so increases risk.

5. Information Sharing Grounded Futures will share information only when necessary and proportionate. Information may be shared with:

- Local Authority Children's Services
- Adult Safeguarding Teams
- Emergency services
- The client's adoption or fostering agency (where appropriate)
- Other statutory bodies when legally required

Information will be shared on a need-to-know basis only.

6. Record Keeping Grounded Futures will keep factual, objective records of sessions and any safeguarding concerns. Records will:

- Be stored securely
- Be kept separate from general correspondence
- Be retained in line with legal and professional requirements
- Be accessible only to authorised persons

7. Client Access to Information Clients may request access to information held about them. Grounded Futures will respond in line with relevant data protection legislation. Information may be withheld if releasing it would:

- Place someone at risk
- Breach safeguarding duties
- Reveal information about another person

8. Communication Confidential communication will take place through agreed professional channels. Grounded Futures will not use social media or informal messaging for client communication.

9. Confidentiality in Sessions Grounded Futures will:

- Maintain a safe and private environment for sessions
- Avoid discussing client information in public or shared spaces
- Use client information only for professional purposes Clients are expected to respect the confidentiality of others and avoid sharing sensitive information outside sessions.

10. Third-Party Involvement If a client wishes to involve a partner, family member, or professional in sessions, this must be discussed and agreed in advance. Grounded Futures may decline third-party involvement if it compromises confidentiality, boundaries, or the purpose of the session.

11. Breaches of Confidentiality Any accidental or unavoidable breach of confidentiality will be managed promptly and transparently. Grounded Futures will:

- Inform the client where appropriate
- Take steps to reduce any impact
- Review procedures to prevent recurrence

12. Review of Policy This policy will be reviewed annually or sooner if legislation, guidance, or the nature of the service changes.