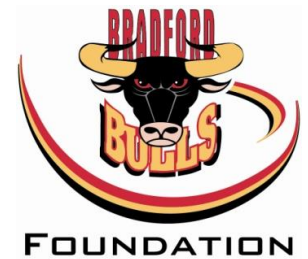


The Bradford Bulls Foundation Disclosure, Confidentiality and Social Media Policy

Date Created; 03 April 2018

Date Approved 04 April 2018

Date to Revise 04 April 2023



Statement of Intent

All workers and board members are subject to regular Enhanced Disclosure and Barring Service (DBS) checks, to be re-checked at least every 3 years.

Bradford Bulls Foundation recognises that Disclosure Information is sensitive, confidential information protected by legislation. It acknowledges that any breach of confidentiality relating to Disclosure Information is a criminal offence under the Policy Act 1997 and confirms that any disclosure information held by Bradford Bulls Foundation will be done so in strict compliance with DBS Code of Practice.

Disclosure Information is used to assess the suitability of a person to work with a particular group and has a specific function within the recruitment and selection process. At the conclusion of the process the Disclosure

Information will be stored and disposed of in line with the policy statement on the secure storage, handling, use, retention and disposal of disclosures and disclosure information. This Policy applies to all Bradford Bulls Foundation workers and board members.

Definition of disclosure information

Disclosure Information is that information which is contained within a DBS Certificate (Disclosure), issued by the DBS. Any copy or representation of this information is subject to the same confidentiality, use, handling, storage and disposal procedures as the DBS certificate.

Individuals authorised to access disclosure information

Access to Disclosure Information will be restricted to the Foundation Manager, authorised to:

- Co-ordinate the use and handling of Disclosure Information within the organisation
- See Disclosure Information in the course of their duties

The management will maintain a register of all persons who have had access to Disclosure Information. This will be subject to an annual review.

Only those persons who are entitled to see Disclosure Information 'in the course of their duties' are entitled to access it. Discussion, exchange of views and decision-making is limited to those persons directly involved in the assessment or recruitment decision of the subject of the disclosure.

Breach of confidentiality of disclosure information

Any breach of confidentiality relating to Disclosure Information will result in the Disciplinary procedure being implemented.

Confidentiality

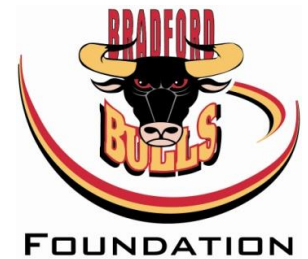
The identity of any young person/vulnerable adult and the details of the concern shall remain confidential between the Foundation Manager and the worker raising the concern.

Offices: Odsal Stadium, Bradford, West Yorkshire, England, BD6 1BS.

Contact details: T: +44 (0) 8448 711490 E: info@bullsfoundation.org W: www.bullsfoundation.org

Registered: Charity No: 1106608 Company No: 05056480

If the Foundation Manager deem the maintenance of confidentiality may endanger any young person or vulnerable adult or worker, then information may be released in order to protect against this. Any such action will be as minimal as possible. The young person or vulnerable adult should be informed that there are such limits to confidentiality.



The Foundation Manager may also deem it necessary on occasion to inform other workers of concerns in order to ensure that an area of concern is not exacerbated by their lack of awareness. Again, such release of information will be as minimal as possible.

Support to workers

The Foundation Manager will provide support and guidance to any worker raising an issue of concern, and general support and guidance to workers in relation to child and vulnerable adult protection issues.

If a concern is raised 'out of hours' and the worker/s feel that the young person//vulnerable adult is at risk, the appropriate child and vulnerable adult protection worker should be contacted.

Information on personal counselling for adults

Many adults have been victims of abuse as children whether that be physical, emotional, sexual or neglect. Frequently they have never had the chance to talk through these experiences and what it means to them, even today. If you, or someone you know, would like to talk to someone in confidence, then please refer to the contacts section.

Social Media

Bradford Bulls Foundation understands that social media plays an important part in communicating with their participants and organising events, but there are rules that all workers need to adhere to:

- Do not post anything that is disparaging or defamatory about the Company and/or its workers or clients
- Do not engage in any conduct that may bring the Company into disrepute
- Do not post inappropriate behaviour or comments on social media which could offend