

# Cadet

## Confidentiality promise

### What happens if you want to tell us about something that may be worrying you or is of immediate concern, but you want to keep it in confidence?

The first thing you need to know is that RAFAC is completely committed to providing a safe environment for all cadets, staff cadets, staff and CFAV. We understand that it is important that you feel you can trust us when you wish to approach someone with a concern or worry you may have, either about yourself or someone else.

If you approach us with a worry or concern, any information you give to an adult will be treated as **sensitive and confidential** and will not be shared (only sometimes, if we are really worried about you or someone else's safety, will we need to tell someone else, examples of this are noted further along).

If you tell an adult something which is worrying you, adults will take what you have said seriously, they will listen to you and may take notes to clarify things you've said. They may ask if another adult can sit in, this is just to make sure that everything you say will be remembered and to give you as much support as possible, as we understand that it can be difficult to talk about worries either for yourself or someone else (if you don't want this, you may ask instead: to have a close friend with you, someone else you trust or you may prefer no one else to be there).

### The exceptions, when we will need to share what you've told us, are:

If the adult believes that you, or another person, is in danger or is being harmed or that they are involved, or plan to become involved in acts of terrorism (or other criminal acts). In this case, we will tell you that the information has to be shared with the appropriate agencies, we will try and encourage you to agree with this and support you and we will tell you who we have told and what we have told them. Adults cannot promise confidentiality and can never keep secrets which are of a safeguarding concern or that suggest someone is suffering harm. <sup>1</sup>

#### As part of our confidentiality promise, please be assured that:

- Any notes taken will be kept and stored in a safe and secure manner.
- Any information you have shared in confidence will not be discussed unless there is a child protection or safety concern, or you give your permission.
- We will tell you when information cannot be kept confidential.
- We will support you and encourage you to talk to other people (e.g. a parent or guardian) or a professional where we feel it would help you.

**If you feel you cannot talk to an adult within your Sqn/Unit, there are lots of other organisations who can provide free advice; some of these organisations are signposted within the Cadet Portal or via your 'A Young Person's Guide To Keeping Safe in the RAF Air Cadets.'**

<sup>1</sup> The Data Protection Act 2018 states 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information.