



Confidentiality Policy and Procedure

1 Scope

The Society of Forensic Interviewers (SoFI) provides an accreditation service by which individuals can gain formal recognition of their achievements through successful completion of our Accredited Learning Programme (ALP). This ALP is accredited by SFJ Awards, an OfQual regulated Awarding Body, and has been mapped and found to be equivalent to a level 4/5 vocational qualification. By gaining certification through a rigorous quality assurance process, employers will have confidence that their employees have reached an agreed level of skills and knowledge.

This involves the development, delivery and awarding of accreditation and certification, including setting assessments and quality assuring the assessment process to ensure that assessments are fair, valid and carried out in line with the defined processes.

This policy covers:

- how SoFI will maintain the necessary confidentiality regarding assessment materials and learner evidence
- what action will be taken in the event of a breach of the confidentiality regarding assessment materials

2 Purpose

The purpose of this policy is to recognise the need for confidentiality regarding assessment materials and to set out guidance and procedures that must be followed to ensure that any breach of the necessary confidentiality regarding assessment materials does not have an Adverse Effect on the development of the Award, the learning provision, the assessment process or the assessment outcomes.

3 Definition

Learner - a member of SoFI who has enrolled on a SoFI course accredited by the OfQual Awarding Body (SFJ Awards), or by SoFI.

Accredited Trainer - a member of SoFI who has met the Accredited Trainer Approval Criteria to provide online and/or practical tuition for a SoFI course accredited by the OfQual Awarding Body (SFJ Awards), or by SoFI.

4 Access to Assessment Materials and Learner Evidence

Assessment Materials and Learner Evidence will only be accessible to the SoFI Directors, the Accreditation and Qualifications Committee and Accredited Trainers.

All members of SoFI who have access to these materials will be bound by the SoFI Code of Conduct to maintain and protect the confidentiality of the SoFI assessment materials.

Actual or potential breaches of confidentiality will be reported immediately to the Accreditation and Qualification Committee or to the SoFI Directors.

5 Managing Actual or Potential Breaches of Confidentiality

The Accreditation and Certifications Committee must take all reasonable steps to investigate the circumstances of the actual or potential breach and mitigate the Adverse Effect as far as possible and correct it.

A report will be made to the Members Council who will consider the circumstances and impose sanctions if appropriate.

6 Review of the Policy

This policy will be reviewed annually and revised as necessary.