

Statement of anonymisation and confidentiality

Each piece of evidence used in your ASYE portfolio to demonstrate achievement of the assessment outcomes needs to be fully anonymised. This includes, but is not limited to the written reflective pieces in the CRL, the direct observations, all of the feedback sheets and the RSPA. When checking the portfolio this is the procedure that is followed:

- Completed portfolio handed in to the ASYE Coordinator.
- Coordinator to check portfolio for the following:
 - anonymisation of all evidence to standard detailed below
 - all relevant information present in portfolio
 - all dates for signing off evidence fall **after** stated date of qualification
 - all dates of evidence included in portfolio fall **after** stated date of qualification.

The evidence should not be identifiable to anyone not connected with the case, using the standard that if it was open on a desk, anyone picking it up and reading it would not be able to identify the people involved. The only name(s) should be your own, that of your separate supervisor/line manager from any supervision records included, if applicable, and any professional who has signed off your evidence or given you a statement of feedback regarding a piece of work. Any feedback from people using the service should be anonymised in line with below. The Record of Support and Progressive Assessment, containing the Support and Assessment Agreement, the records of the regular Reviews and the Final Report should be the only other place where your separate supervisor's and/or line manager's name(s) appear(s).

Therefore, to anonymise a piece of evidence, please cross out/delete/change all of the following:

- All names of any people using the service, their family members and anyone else named in connection with the case.
- All other professionals' names, telephone numbers and location addresses.
- All company names – including care provider organisations (private, independent and voluntary), local authorities, transport providers, home meals services, etc.
- All day services, respite care, nursing care, domiciliary care, etc.
- All hospital names/locations.

- All date of birth.
- All addresses for everyone, including that of your own office.
- All telephone numbers for everyone, including your own.
- Any reference to a place where someone has/does/wants to live and any other place names that are mentioned in the evidence.

Your portfolio must include, at the beginning, a statement of confidentiality and confirmation that you have completely anonymised the entire portfolio in line with the above guidance.