

ALL SAINTS BEFORE & AFTER SCHOOL CLUB

Confidentiality

The Manager, staff, volunteers and any other individuals associated with the running or management of the Club will respect confidentiality by:

- Not discussing confidential matters about children with other parents/carers or in front of any other children.
- Not discussing confidential matters about parents/carers with children/in front of children or with other parents/carers.
- Not discussing confidential information about other staff members with children/in front of children or with other parents/carers or staff members. .
- Only passing sensitive information, in written or oral form, to relevant people.

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Child Protection policy will override confidentiality on a 'need to know' basis.

The Manager will not tolerate any breach in confidentiality. In the event of such an incident the issue will be recorded in the Complaints Book and the Management Committee will be informed by the Manager and the incident will be investigated without delay.

Children's records are stored safely in alphabetical order in a large file, accessed by staff only in an emergency situation i.e. uncollected child. Staff have their own individual file stored in a filing cabinet only accessed by the Manager.

All personal information and confidential documentation is 'cross shredded' in the main school office.

This policy was adopted by the Management Committee.

**Date: May 2008/September 2009/January 2011/September 2013/
September 2015/September 2017/September 2019/September 2021**

Review Date : September 2023

Agreed & Signed By : (Manager)

..... (Chairperson)