

HIGH DOWN AFTER SCHOOL CLUB
Down Road, Portishead, BS20 6DY

CONFIDENTIALITY POLICY and PROCEDURE

Confidential information and records about staff and children are held securely and are only accessible and available to those who have a right or professional need to see them. We are aware of our responsibilities under the Data Protection Act 1998 and where relevant the Freedom of Information Act 2000.

All staff understands the need to protect the privacy of the children in our care.

No confidential information will be left unattended at any time.

Computer systems are password protected.

Passwords will only be given to relevant personnel.

No visitor should be given information about a child without the parent/carers prior consent

No confidential information should be given to telephone enquirers. If it is thought a legitimate enquiry has been made a name and telephone number will be requested to enable the Manager or Deputy to ring back.

Confidentiality and Appropriate Disclosure of Information

Confidentiality is crucial to all our relationships, but the welfare of the child is paramount. The law does not allow anyone to keep concerns relating to the abuse to themselves. Therefore, confidentiality may not be maintained if the withholding of information will prejudice the welfare of the child.

- All information that has been collected on any child will be kept locked and secure and access will be limited to appropriate staff, management and relevant agencies.
- Records relating to individual children will be kept for a reasonable period of time (at least three years) after the child has left the After School Club.
- In the event of investigation it is essential that no information on Child Protection concerns relating to a child are disclosed inappropriately. Any such leaks could have serious consequences for both the child concerned and any investigation.
- Staff will be informed if outside agencies are required to be involved.

- Sharing confidential information will always be kept to a minimum.
- Whilst parents/carers have the right to see any records kept on their child this might not always be appropriate and should not put the child or yourself at risk.
- Records will be easily accessible and available for inspection by Office for Standards of education (OFSTED) (with prior agreement by OFSTED, these may be kept off the premises).

Should staff members have the need to discuss any child or personal matters, they must ensure that confidentiality is never breached.

Areas are available for discussions of personal matters should the need arise to ensure privacy at all times.

All staff are made aware of the need to maintain privacy and confidentiality at all times and will adhere to the settings Safeguarding policy and procedure.

Reviewed May 2017