

Ightham Primary School



Confidentiality Policy After School/Breakfast Club

Review Details:

Next Review Date	September 2023
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Confidentiality Policy - Ightham Primary School After School/Breakfast Club

At After School/Breakfast Club we respect the privacy of the children attending the club and their parents or carers, whilst delivering high quality play care. Our aim is to ensure that all those using and working at After School/Breakfast Club can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents will not be passed on to other adults without permission.
- Concerns or evidence relating to a child's safety, will be kept in a confidential file and will not be shared within the Club, except with the Designated Safeguarding Lead (DSL) and the manager.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable file.
- Students on work placements are advised of our confidentiality policy and are required to respect it.

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Data Protection Act

We comply with the requirements of General Data Protection Regulation (GDPR) 2018 regarding obtaining, storing and using personal data.

This policy was adopted by: After School/Breakfast Club	Date: September 2021
To be reviewed: September 2023	Signed: Head Teacher On behalf of the Governing Body