

HOLIDAY CLUBS CONFIDENTIALITY POLICY

The School abides by the laws of Data Protection, and ensures that information on children & families will only be made available to appropriate staff members. We respect the privacy of children and their parent/carers while ensuring they access high quality club provision and care.

The nature of providing club places for children with complex special needs and disabilities requires a variety of information to be written regarding the children and the family which ultimately needs to be shared with staff members concerned. Whilst we understand that it is essential for information to be shared with all relevant people, we will also ensure confidentiality is maintained at all times.

As employees of Worcestershire County Council, staff have a duty to safeguard information and not to allow its dissemination inappropriately, unnecessarily or negligently.

To ensure confidentiality, the following rules and guidelines apply:

- It will always be made clear to families that any information that they pass on may be shared with the Playleader.
- If a parent asks a member of staff to keep something secret, they should be advised that this is not possible and the Playleader should be informed of the conversation.
- If a parent asks about another child or family, **under no circumstances should workers give information, not even confirmation that they are working with them.**
- Where information indicates that someone is at risk of harm or abuse, or where it gives rise to suspicion of illegal acts (past, present or future), then workers **must** inform their supervisor.
- The Playleader must ensure there is a private room, away from children and the club for private conversations. Caution should be taken when discussing issues with or concerning children and families. Public places are not appropriate for these discussions.
- If staff are approached by other professionals or individuals seeking information regarding a child or family, they should refer them to the Headteacher.
- Staff must never pass information over the telephone to an unknown caller, regardless of the position that he or she claims to hold.
- All staff and volunteers have a duty to keep information confidential inside and outside of the club. This includes social events out of hours where children's names and information should not be spoken about in general conversation. This is the responsibility of each staff member.
- The rules of confidentiality also apply to information on club staff. Home addresses, telephone numbers and other personal information will never be given out to parents/carers or other staff members and staff should be vigilant of keeping confidential information on their colleagues.
- Confidentiality also applies to paperwork. All paperwork will be stored in the yellow boxes, and only accessed by the Playleader/Deputy. These boxes should be kept locked and stored in a secure place. They are the responsibility of the Playleader/Deputy.
- The Child Protection folder will be stored separately and locked. The only people to have access will be the Child Protection Officer and/or the Playleader/Deputy. Information will be shared on a 'need-to-know' basis.
- Volunteers will be asked to respect our confidentiality policy and are required to adhere to the policy.

We respect confidentiality in the following ways:

- Parent/carers will have ready access to the files and records of their own children but do not have access to information on any other child.
- Any form completed on a child, that needs to be signed by a parent/carer will always be on a separate page from any other child's information and only their child's information will be shown to the parent/carer.
- Parent/carers permission will be sought for photographs and videos. Permission will be given in the Passport to Play.