

WOOLENWICK BLAST CLUB
CONFIDENTIALITY POLICY

It is the Club's intention to respect the privacy of children and their parents/carers while ensuring that they access high quality care in our setting.

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

- Not discussing confidential matters about children/parents/carers/staff with anyone.
- Only passing on sensitive information, in written or oral form, to relevant people.

We aim to ensure that all parents/carers can share information in the confidence that it will only be used to enhance the welfare of the child/ren.

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 Safeguarding policy will over ride confidentiality on a 'need to know' basis. Staff have a duty to share child protection issues with other professionals and agencies.

Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary Procedures policy.

All personal records are stored in a locked filing cabinet and kept secure.

Signed by:.....
CLUB MANAGER