



CONFIDENTIALITY POLICY

Our policy is to protect the confidentiality of information concerning our staff, children and their parents and families.

Each employee and committee member has a duty, both during employment and affiliation with the club and after that employment has ended, not to reveal any confidential information unless required to do so by the management committee. In such circumstances, for example suspected child abuse, the chair of the management committee will advise the appropriate course of action.

Staff contracts of employment contain a clause on confidentiality that will detail their responsibilities, and this will be recapped at induction. However, staff should be fully aware of 'inadvertent' breaches of confidentiality. For example, situations for discussion may arise at meetings, workshops etc. and staff must be fully aware **at all times** of their responsibilities.

All members of the management committee are required to sign a confidentiality declaration.

Guidelines for staff

- **Media** All media (press, television, social media etc) enquiries must be referred to the management committee or the club manager
- **Police** All enquiries from the police should be referred to the management committee or the club manager
- **Court** If you are required to give evidence in a court of law you should inform the management committee immediately
- **Privileged information** You must not discuss **any** information relating to a child or their family with persons not directly affected with the running of the club.

Alleged breaches of confidentiality will be appropriately investigated with relevant action taken by the management committee.

How we respect confidentiality

- Parents can ask to see the records relating to their child but they will not have access to information about any other children
- Information given by parents to club staff will not be passed onto third parties without permission unless there is a safeguarding issue
- Confidential records for staff and children, for example registration forms,



- are stored securely in a locked cupboard
- Students on work placements and volunteers are informed of our confidentiality policy and are required to respect it. They will not be privy to any confidential information regarding children or their families and they are asked to sign a form to state that they will not share any information that they may hear
 - 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 where the child is in immediate danger. If we decide to share information without parental consent, we will record this in the child's file clearly stating our reasons.
 - We will only share relevant information that is accurate and up to date
 - We comply with the requirements of the Data Protection Act 1998 regarding obtaining, storing and using personal data.

The use of CCTV

Poppleton Road out of school club has CCTV in place and signs are displayed to ensure the public are aware of this. The CCTV system is used for the prevention of crime at the club and to allow staff members to identify who is at the door. The information on the system is stored for a maximum of two weeks before it is automatically deleted. The information is only viewed if a criminal act has been identified and it will only be passed to the police for the resolution of this. The CCTV footage will not be passed to any other third party. If you require any more information about the use of CCTV please access the Information Commissioner's Office (ICO) website at ico.org.uk

Updated November 2019

Signed

(Club Manager)