



DEBS OUT OF SCHOOL CLUBS

CONFIDENTIALITY PROCEDURE

At all times, the safety and the well-being of the child will be of paramount importance. Please also see the child protection policy, media policy and data protection policy.

The club's work with children and families bring us into contact with confidential information. This may include useful contact information about the child and the child's family.

To ensure that all who use and work in the club can do so with confidence, confidentiality will be respected in the following ways:

- All personal information about children, families and staff are kept securely in accordance with the Data Protection Act 1998. They will be stored in a locked filing cabinet with only the manager having access to it.
- Parents/carers can request access to records about their own children but will not have access to any information about any other children. However, this request may be denied should it affect the safety or well-being of the child or interfere with child protection investigations.
- All records about accidents/incidents are recorded separately and filed separately. The accidents/incidents will be dated, state how the accident/incident occurred, any action taken and by whom. Staff will sign the accident/incident form and parents will be informed on collection of the child. Parents will then be asked to sign to say they have understood and accepted the accident/incident and the action taken.
- Parent's permission will be sought before photographs and videos are taken of the children in accordance with the media policy.
- Any anxieties/evidence relating to a child's personal safety are kept confidential and in accordance with the child protection policy and procedure – All Wales Child protection Procedures are followed in such cases.
- Staff will not discuss individual children with others outside of the club and information is shared internally on a need to know basis.
- No one at club will disclose private information, regarding employees, parents of children etc. If unsure of the nature of any request then the matter is referred to Debbie Eynon who holds responsibility for data protection at the club.
- Issues to do with employment of staff, whether paid or unpaid remain confidential to the people directly involved with making personnel decisions. Staff can access their own files on request.
- All staff, management, volunteers/students sign that they have read, accepted and implemented this policy. The person in charge ensures that this policy is reinforced within the club.
- Any breach of confidentiality is investigated immediately and the issue dealt with in accordance to the disciplinary procedure.
- Children and staff details will be stored confidentially for 3 years after the last date of attendance unless our insurance agreement changes and requires us to keep information for longer. If this occurs, parents will be informed of the change.
- Children's details are kept on site and an index card system is used for outings displaying children's emergency contact details along with any allergies or medical issues the child may have. Personal computers are not used to store the child's information. However the club's mobile phone is used to store contact details for the

- parents of the children. The phone is password protected.
- If a child is recognized as a 'child in need' (section 17 of the children act 1989) with parental permission, appropriate information will be passed on to referring agencies.

Debs Out of School Clubs is registered with CIW and is legally obliged to provide information on staff and children to their officers on request. Provision of this information is not regarded as a breach of the club's confidentiality policy. A copy is retained of the most recent inspection by CIW and are available to parents on request. It may be necessary in some circumstances for the club to seek the help and advice from outside professionals. If this action is taken, the parent's permission will be sought first.

Parents are expected to inform the club of any changes to the child's home circumstances, care arrangements or any other information that may affect a child's behavior, for example, a new baby, separation of parents, bereavement etc. All information shared will be kept confidential and will not be disclosed without the parent's consent, except as required by law, for example, if there appears to be a child protection issue.