



JPAC LTD Confidentiality Policy

All information about children is classed as confidential. All personal information about staff e.g. address and telephone numbers is classed as confidential.

All information about staff and children held by the Company will be kept in a locked cupboard or filing cabinet.

All individuals associated with the club will respect confidentiality in the following ways:

- Not discussing confidential matters about children with other parents / carers or other third parties
- Not discussing confidential matters about parents/carers/staff with anybody
- Only passing information on to relevant people in the interests of child protection, safety, health and well-being.
- 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 to Club staff will not be passed on to third parties without permission unless there is a *safeguarding issue (as covered in our **Safeguarding Policy**).
- 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 Child Protection Officer 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.

*In circumstances where staff have good reason to believe a child is at risk of child abuse or neglect, the Safeguarding Children /Child Protection Policy will come into force and information will be shared on a 'need to know basis'. Staff failing to show due regard for confidentiality will be liable to disciplinary action.

Data Protection Act

We comply with the requirements of the Data Protection Act 2018, regarding obtaining, storing and using personal data.

To be reviewed: 19/10/2014 Reviewed August 2015 Reviewed August 2017 Reviewed March 2019	Signed: Setting Manager
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