



Confidentiality Policy

In order to ensure that everyone using and working in Quackers After School Club can do so with confidence we will ensure that:

- All details of children and family attending the Club are stored in a locked room and documents that are particularly confidential will be stored in a locked filing cabinet within that room. When children have left the Club, any documents that do not have to be kept by law will be destroyed.
- Parents are welcome to see any records concerning their own child's development at any time, but will not have access to information about any other child. Each child's records will only be seen by members of the Quackers team, Little Ducklings or Rucstall staff if permission has been given.
- Staff and members of the committee will not discuss individual children, other than for the purposes of curriculum planning or group management, with anyone except the parents / carers of that child, unless, in exceptional circumstances, they have reason to believe that the child may be at risk from the parent / carer (see Safeguarding Policy).
- Any anxieties relating to a child's personal safety will be kept in a separate confidential file, and will only be shared with those who need to know (see Safeguarding Policy).
- Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to those directly involved with making personnel decisions.
- All Committee members, staff, students and volunteers working in Quackers will be advised of our confidentiality policy and required to adhere to it.
- Staff must not discuss the children and/or their parents with anyone outside the Club without prior consent of the Chairperson.
- Confidential material must not be taken from the premises without prior consent of the General Manager at any time.

Signed on behalf of Quackers After School Club: _____

Position: _____