

Confidentiality Policy

At **Knutz out of school club** we respect the privacy of the children attending the club and the privacy of their parents or guardians. Our aim is to ensure that all those using and working at **Knutz out of school club** can do so with confidence.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child but will not have access to information about other children.
- Staff only discuss individual children for the 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 concern or a legal requirement.
- Concerns or evidence relating to a child's safety will be kept in a confidential file and will only be shared on a need-to-know basis at the discretion of the Designated Persons for Safeguarding.
- Matters relating to the employment of staff, paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable cabinet.
- Volunteers and students on work placement are informed of our confidentiality policy during induction and are required to respect it.

Sharing information with outside agencies

We will only share families' information with outside agencies on a need-to-know basis, usually with consent from parents or guardians, except in cases relating to safeguarding children, criminal activity or if there is a legal requirement for us to do so. If we decide to share information without consent, we will record this in the incident log, clearly stating our reasons.

We will only share relevant information that is accurate and current. Our primary commitment is to the safety and well-being of children in our care.

Data Protection

Knutz out of school club is registered under the Data Protection Act 2018. We comply with the requirements of the Act regarding obtaining, storing and using personal information.

Related Policies

Safeguarding Children policy, Data Protection policy

Policy adopted by: **Knutz Out of School Club**

Date adopted: 1st September 2021

Due for review: Autumn Term 2024

Signed: _____


Owner/Manager

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2021):
Safeguarding and welfare requirements: Information and records [3.69-3.72].*