Confidentiality Policy

Staff within the club treat as confidential any information regarding parents and children who use the club. Care is taken to ensure that no information regarding an individual’s personal circumstances or financial status is communicated to any person not authorised to receive it. Information is shared with the club manager and, where appropriate, with the Registered Provider.

Children’s personal information is kept confidential and on site at all times, in a locked cupboard.

Any request for information from sources outside the Club that may result in a breach of confidentiality will be referred to the Manager or the Registered Provider, who will decide if the information can be shared.

Should circumstances require a breach of confidentiality (for example, in cases where an issue of child protection is suspected), this policy will be superceded by the Child Protection Policy.

Should confidentiality be breached accidentally, staff will inform the Manager, who will take the appropriate action.

The confidentiality of children and parents is of paramount importance. Any breach of confidentiality that cannot be justified (e.g. in instances of child protection) may result in disciplinary action.

Feb 2018