

CONFIDENTIALITY POLICY

At all times, the safety and well being of the child will be of paramount importance. Please see also the child protection policy, media policy and data protection policy. Our work with children and families brings us into contact with confidential information.

We will respect confidentiality in the following ways:

All personal information about children, families and staff are kept securely in accordance with the Data Protection Act 1998.

Parents/carers can request access to records about their own children but will not have access to information about any other children.

All records about accidents/incidents are recorded separately and filed separately. Parent's permission will be sought before photographs, videos etc 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 - the All Wales Child Protection Procedures are followed in such cases.

Staff will not discuss individual children with others outside the Club unless given permission to do so from the parent/carer.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

All staff, management, volunteers/students sign that they have read, accepted and implemented this policy.

Any breach of confidentiality is investigated immediately and the issue dealt with in accordance with the disciplinary procedure.

The Club is registered by CIW and is legally obliged to provide information to their officers on their request. Provision of this information does not regard as a breach of the Club's confidentiality policy.