



Confidentiality Policy

Aim:

At **Venture Kids** we respect the privacy of the children attending the Club and the privacy of their parents or carers. Our aim is to ensure that all those using and working at **Venture Kids** can do so with confidence.

Procedure:

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 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.
- Students on work placements and volunteers are informed of our confidentiality policy and are required to respect it.

Sharing information with outside agencies

- We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity.
- If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.
- We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Data Protection Act

- We comply with the requirements of **EU General Data Protection Regulations, May 2018**, regarding obtaining, storing and using personal data.

Reviewed by: Siobhan McIlwaine	Date: 9/7/20
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