



# Walker Children's Club

## Confidentiality Policy

The Walker Children's Club (WCC) seeks to work with children and families in an open and supportive way. For this to be effective it is important to develop and maintain relationships of trust between all parties so that we may work together with confidence and respect.

The WCC will uphold confidentiality in the following ways:

- Staff will treat all information concerning children and their families as confidential.
- 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 Safeguarding Lead and the Manager.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Staff, volunteers, members of the management committee and students with prior knowledge of children at club will not make this knowledge known or felt in any way or form, be it with staff, parents or the children themselves
- 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.

All staff, volunteers and Trustees are bound by this policy.

### 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.

### General Data Protection Regulation (GDPR)

We comply with the requirements of the General Data Protection Regulation regarding obtaining, storing and using personal data as described in our Data Protection Procedures.

This policy was adopted by: Walker Children's Club	Date: April 2019
To be reviewed: Annually	Latest Review September 2021

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.68 -3.71]*.