



Funtastic Club Policies & Procedures

Number 08

Confidentiality Policy



Confidentiality Policy

Statement of intent

It is our intention to respect the privacy of children and their parents and carers, whilst ensuring that they have access to high quality education, support and child care. The level of confidentiality maintained may be subject to legal constraints.

Aim

We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the appropriateness of the provision for themselves and their family or to promote the welfare of their child or themselves.

Methods

To ensure that all those using, and working in the setting can do so with confidence. We respect confidentiality in the following ways:

- Parents have ready access to the files and records personal to themselves or their own child.
- Staff and volunteers will treat personal information given to parents as confidential and will only share it with other member's of staff, except where it affects planning for the child's needs.
- Any concerns/ evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need to know' basis in line with our child protection policy.
- Personal information about children, families and staff is kept securely in a lockable file whilst remaining as accessible as possible.
- Issues to do with employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students observing in the setting are advised of our confidentiality policy and are required to respect it.

All the undertakings above are subject to the paramount commitment of Funtastic Club, which is the safety and well-being of the children. Please see also our policy on safeguarding children.

Assessors Name	Updated on	Reviewed on	Signature
Regine Natchoo	September 17	September 18	R.Natchoo
Regine Natchoo	September 18	September 19	R.Natchoo
Regine Natchoo	September 19	September 20	R.Natchoo