



CONFIDENTIALITY

Our work with children and families will sometimes bring us into contact with confidential information. However, it is a legal requirement to hold this information about both children and staff. To ensure that all those using and working in Hopscotch Kids Club can do so with confidence, we will respect confidentiality in the following ways:

Parents may have access to their child's files or records, but will not have access to any other child's.

Staff will not discuss individual children, with other people or other parents/carers.

Information will not be passed onto others without parents/carers permission for their own child. An exception will be where we need to follow our own legislative requirements or need to follow our safeguarding Policy.

Any issues to do with employment of staff will remain confidential to the people directly involved with making personnel decisions.

Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file, stored securely and only the manager and reporting person will have access.

Students/Volunteers visiting the Club will be advised of our confidentiality policy and be required to adhere to its contents.

Computers are password protected to ensure staff who are not authorised cannot access confidential files.

Paper files storing confidential information are stored in a locked storage cabinet and will be kept locked at all times. The keyholders are the manager/owners and senior staff deemed appropriate by the Manager.

With regard to data, specific instructions are dealt with in our GDPR Policy.

This policy was adopted by: Hopscotch Kids Club	Date:
To be reviewed: September 2019	Signed: