

Confidentiality

Code of Practice

It is the policy of St Mary's After-School Club that any information of a confidential nature that anyone may have knowledge of through his or her work or involvement in the organisation shall not be disclosed to any other person/s or organisation without the agreement of the Owner (Des O'Hagan)

We work with children and their families and sometimes this will bring us into contact with confidential information. To ensure that all those using and working in the After-School Club can do so with confidence, we will respect confidentiality in the following ways;

- Parents will have ready access to the files and records relating to their own child but will not have access to information about any other child.
- Staff will not discuss individual children other than for the purposes of curriculum planning/assessing without parent/guardian consent. We work in liaison with staff outside the group including Health Visitors, Social Workers and Paediatricians to meet children's specific needs with written consent from parents/guardians.
- Information given to the After-School Club Leader by parents/guardians will not be passed to any other adults without prior consent unless we feel the child is in danger of neglect or abuse.
- We are committed to the safety and well-being of the children in our care.
- All children's information, records and details will be kept in the locked kitchen when not in use.