

ABBOTS HALL OUT OF SCHOOL CLUB

CONFIDENTIALITY

1. Staff will be aware of the need to keep information about individual children and their families completely confidential.
2. Confidential information about a child and his/her family will only be shared with other professionals with the permission of the parent except where there is a child protection issue. Such issues will be dealt with in accordance with the procedures of the Area Child Protection Committee. Please see child protection policy for more information and details.
3. All personal records of the children are stored and kept in a suitably locked cupboard.
4. All children's records will be available to the parent/carer of said child.
5. Access to the records will be on a strict **Need to know** basis.
6. Any breach of confidentiality by a member of staff is a serious matter which could result in disciplinary action.