

Confidentiality

Occasionally, the team will be exposed to confidential information due to the general nature of work in caring for children.

This will usually be regarding accident and incident report forms, child protection, special needs and information shown on a child's registration form.

This information must remain confidential and the following points adhered to by all JC Club 4 Kids staff.

- Parents can have ready access to the files and records kept on their child but must not have access to information regarding any other child.
- Only one accident/incident will be reported on each form to avoid details of other situations being read by unrelated individuals.
- Staff should not discuss individual children, other than with their parents/guardians
- Information provided to the family activities team by parents/guardians will not be discussed with any other professional without permission.
- Any evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the club except with staff who are directly involved with the case.

Confidentiality needs to be understood by all those working with children particularly in the context of child protection.

You can never guarantee confidentiality to a child as some kinds of information need to be shared with others. Explain to the child that some information may need to be shared in the interests of personal safety and then explaining what information will need to be passed on and to whom.

No personal information will be left visible and all personal information is to be kept in a lockable area when not in use.