



The Cabin Crew Out of School Club

Confidentiality Policy

At The Cabin Crew Out of School Club it is our intention to respect the privacy of the children and of their parents or carers, whilst ensuring they access high quality care. Our aim is to ensure that all parents, carers, and those working at the Club, can share their information in the confidence that it will only be used to enhance the welfare of the children.

We will respect confidentiality in the following ways:

- Parents can ask to see the records relating to their child, but will not have access to information about any other children.
- Staff only discuss individual children for purposes of planning and group management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue (as covered in our **Safeguarding Policy**).
- Concerns or evidence relating to a child's safety will be kept in a confidential file and will not be shared within the Club, except with the designated Child Protection Officer and Deputy.
- Issues relating to the employment of staff, whether paid or voluntary, will remain confidential to those making personnel decisions.
- Confidential records are stored securely in a lockable file.
- Students on work placements and volunteers are informed of our confidentiality policy and are required to respect it.

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children or criminal activity. If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons. We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Data Protection Act

We comply with the requirements of the Data Protection Act 2018, regarding obtaining, storing and using personal data.

This policy was adopted by The Cabin Crew Out of School Club.	Date:12/04/2023
To be reviewed: 12/04/2024	Signed: <i>Justine Reilly</i>
Name of signatory: Justine Reilly	Role of signatory: Manager

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Information and records [3.69 -3.72]*.