

## Confidentiality

Holy Trinity After School Club respects the right for all information and records to be treated with respect and with due attention to confidentiality and privacy. However, the legal principle that 'the welfare of the child is paramount' (Children Order NI) means that confidentiality comes second to the right of the child to be protected from harm.

### **Management of Records:**

- All registration forms and children's records will be kept in a locked filing cabinet.
- Parents may have access to records of their own child only.
- Information may be shared in relation to Child Protection concerns. Parental consent will be obtained beforehand, if appropriate.
- Information may be shared with Social Services. Parental consent will be obtained beforehand, if appropriate.
- All issues pertaining to the employment of staff will remain confidential to those persons who are directly involved with personal decisions.
- Any breach of confidentiality by a member of staff, student or volunteer may lead to disciplinary action.
- Staff will not discuss individual children other than for the purposes of planning and group management, with people other than the parents/carers of that child.
- All records relating to children will be kept in a secure place. Records of a general nature will be destroyed after the child leaves the service or if records have been updated. Some records will be passed on at the request or agreement from parents.
- Children's records are always available for parents and inspection by Social Services Early Years Team.