

Fun 4U Club

8 Confidentiality Policies

Principle

We hold a high standard of confidentiality for children, parents and staff. We understand that the information which is given and recorded within the setting is private and personal to those whom it relates to. Staff within the setting, understand the importance of confidentiality and any information which is given to them must be held in the strictest confidence.

Statement of intent

Fun 4U Club believes that

- Parents can access their children's records on request at any time.
- All children's details and information are kept confidential.
- All information which is held relating to children, parents and staff is done so under the guidelines of the Data Protection Act 1998, please refer to this policy for more information.
- No information relating to children or staff should be discussed outside the setting unless they have a professional relationship with that setting and we are legally required to share such information.

Procedures

- All children and staff within the setting will be required to have personal written information about them which is kept within the facility.
- The records held within the setting are kept within a locked filing cabinet when not in use. When in use these are stored in the office where it is strictly management staff only.
- This topic is always discussed at staff meetings to raise the awareness of the importance of confidentiality. If at any time the staff within the setting has breached the confidentiality policy this will result in disciplinary action which is stated on each staff member's employment contract.
- All written records must be kept in a locked filing cabinet for 7 years from the date the child leaves the Facility's care. After this time all records can be shredded.
- There is one exception to this policy where the staff and management have concerns about a child's welfare (refer to child protection policy) or if there is a medical emergency, in which case we are required to share the relevant information with the appropriate parties involved.