



The Dell Out of School Club

Registered Charity No. 1038546

Policy No.

DP – 2.06

Reviewed 29th April

2016

Page 1 of 1

Confidentiality Policy

The Management Committee recognise that there may be many issues that arise which are sensitive and should not be discussed in an open forum.

The Staff and Committee are expected to maintain confidentiality about all issues relating to individuals, families or staff who are employed at the Dell.

There will be times when staff are discussing particular issues within a staff meeting but, these are not to be discussed outside the meeting. It is normal practice for children to be referred to as child x during the meeting to retain confidentiality of situations.

The Committee will also discuss matters relating to staff and these discussions will also be kept to the confines of the meeting.

Confidential information about Children, Staff and Committee Members is stored in a secure place and access is restricted to Senior Staff.

We follow Data Protection guidelines with the storage and use of information.

Personal details are not provided to a third party unless there is a child protection issue.

Policy adopted: February 2003

Approved by:

Co-ordinator

Chair

Review Date:

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We are committed to continually providing high quality affordable child-centred care with positive play opportunities for every individual in the club in a safe, happy environment in partnership with parents.