



## **Confidentiality Policy**

Conker Club works with children, staff and parents which will sometimes bring those involved in its' management and working into contact with confidential information to ensure that everyone involved in this way can do so with confidence, confidentiality will be respected in the following ways.

1. Staff will not discuss individual children with people other than the parents/ carers of that child
2. Information given by parents/carers to the Manager will not be passed onto other adults without permission
3. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions as will any other issues discussed.
4. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the Manager, Deputy Manager and relevant staff.
5. Parents will have ready access to the files and records of their own children on submission of a written request but will not have access to information about any other child.
6. Anyone who wishes to take photographs of the children for whatever reason must first obtain permission from parents/carers.
7. All records/contact information are held according to provisions of the Data Protection Act.
8. Any information provided will be treated in strictest confidence and will not be used for any other purpose than that stated.