



CONFIDENTIALITY

The work done in Kidz Club 6 will sometimes bring us into contact with confidential information. To ensure that all those using and working in Kidz Club 6 can do so with confidence, we will respect confidentiality in these ways:

Permission will be sought by the club for any information from parents/carers concerning their child, which may be passed on to others.

Students on work placements for recognized qualifications or training will be advised of our confidentiality policy and required to respect it.

Parents are able to have access to the files and records of their own children. Information on other children will not be accessible.

Staff will not discuss individual children with people outside of the setting without prior consent from the child's parent/carer.

Any worries or 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 child's play leader and the child protection officer in Kidz Club 6.

Issues on employment of staff, whether paid or unpaid, will remain confidential and will not be discussed with others without the permission of the individual.

All undertakings are subject to the paramount commitment to Kidz Club 6, which is to the safety and well-being of the child.
Also see Child Protection Policy.