



Confidentiality Policy

At Mighty Oaks Before and After School Club, we respect the privacy of the children attending the Club and the privacy of their parents/carers. Our aim is to ensure that all those using and working at Mighty Oaks Before and After School Club can do so with confidence.

We will respect confidentiality in the following ways:

- Parents/carers can ask to discuss the records relating to their child, but will not have access to information about any other children.
- Staff only discusses individual children for purposes of planning and Club management.
- Staff are made aware of the importance of confidentiality during their induction process.
- Information given by parents/carers to Club staff will not be passed on to third parties without permission unless there is a safeguarding issue as covered in our Safeguarding Policy.
- Concerns or evidence relating to a child's safety will be logged on CPOMS and will not be shared within the Club, except with the Designated Safeguarding Leads.
- Confidential records are stored securely in a lockable cupboard.

The school will be made aware of any safeguarding issues when Mighty Oaks staff record incidents on CPOMS. Play workers will record onto a paper copy and uploaded onto CPOMS by the Manger or Deputy. If it is deemed necessary, staff can discuss incidents with a member of the School Leadership Team.

Sharing information with outside agencies

We will only share information with outside agencies on a need-to-know basis and with consent from parents/carers, except in cases relating to safeguarding children or criminal activity. If we share information without parents/carers consent, we will record this on CPOMS, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Data Protection

We comply with the requirements of the General Data Protection Regulation (EU) 2016/679 regarding obtaining, storing and using personal data.

<u>This policy was adopted by:</u> Mighty Oaks Before and After School Club	<u>Date agreed:</u> 1 st August 2020
<u>To be reviewed:</u> August 2022	<u>Signatures:</u> Club Manager: EpworthTrust: