



ST. BRIDGET'S SCHOOL

KID'S CLUB

(Acorns and After School Club)

SCHOOL BROW
BRIGHAM
COCKERMOUTH
CUMBRIA
CA13 0TU
TEL.01900825689
MOB07538868313

KIDS' CLUB

CONFIDENTIALITY POLICY

The adults working in the club will have access to confidential information written on the registration forms. Other confidential information about users of the clubs may sometimes be relevant and shared with us. To ensure that those using the club (as well as employees) can do so with confidence, confidentiality will be maintained in the following ways:

- Registration forms will be kept in a secure place (but accessible to the adult in charge in case of emergency).
- Staff will not discuss individual children (other than for purposes of planning and group management with anyone other than their parents or carers, and only if necessary with head teacher of the school or our named child protection officer).
- Information given by parents or carers will not be passed on to other adults without permission. If it is felt to be necessary to pass information on, permission will be sought.
- Any anxieties about a child's personal safety will be treated with confidentiality and in the manner set out in the Safeguarding Policy.
- Issues related to employment of staff will remain confidential to those involved in making personnel decisions.
- Any students or volunteers working or observing in the group will be told about the confidentiality policy and be required to abide by its guidelines.

See also the policy on child protection.

Signed byL J Hemingway.....Chairperson

DateApril 24.....

To be reviewed April 27