

BUSY BEES AND THE AFTER SCHOOL ACTIVITIES CONFIDENTIALITY POLICY

OVERVIEW

Busy Bees and the after school activities aims to protect the child at all times and to give all staff involved clear, unambiguous guidance as to their legal and professional roles and to ensure good practice throughout the clubs which is understood by children, parents/carers and staff. Busy Bees and after school activities seek to provide a safe and secure environment and to address the issues, which may arise about confidentiality. It is committed to developing creative and positive ways for the child's voice to be heard whilst recognising the responsibility to use, hold and safeguard information received. Sharing information unnecessarily is an erosion of trust.

The clubs are mindful that they are placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality. This policy should be read in conjunction with our data protection policy.

INTENT:

1. To provide consistent messages about handling information about children once it has been received.
2. To foster an ethos of trust within the clubs
3. To ensure that staff, parents and children are aware of the clubs confidentiality, policy and procedures.
4. To reassure children that their best interests will be maintained
5. To encourage children to talk to their parents and carers.
6. To ensure that children and parents/carers know that club staff cannot offer unconditional confidentiality.
7. To ensure that there is equality of provision and access for all including rigorous monitoring of cultural, gender and special educational needs.
8. To ensure that if there are child protection issues then the correct procedure is followed.
9. To ensure that confidentiality is a whole school issue and that in lessons ground rules are set for the protection of all.
10. To understand that health professionals are bound by different code of conduct
11. To ensure that parents have a right of access to any records the school may hold on their child but not to any other child that they do not have parental responsibility for

IMPLEMENTATION:

1. All information about individual children is private and should only be shared with those staff that have a need to know.
2. All social services, medical and personal information about a child should be held in a safe and secure place which cannot be accessed by individuals other than school staff.
3. The clubs continue to actively promote a positive ethos and respect for the individual:
 - a) The clubs will link with the school who has appointed a senior lead teacher for child protection who receives regular training.
 - b) There is clear guidance for the handling of child protection incidents and all staff have regular training on child protection issues.
 - c) There is clear guidance for procedures if a member of staff is accused of abuse

- d) Staff are aware of the need to handle all issues about different types of families in a sensitive manner.
 - e) Any intolerance about gender, faith, race, culture or sexuality is unacceptable and should follow the schools discipline policy.
 - f) Information collected for one purpose should not be used for another.
4. Parents/carers and children need to be aware that Busy Bees and the after school activities cannot guarantee total confidentiality and the school has a duty to report child protection issues.
 5. Busy Bees and the after school activities prides itself on good communication with parents and carers and staff are always available to talk to both children and parents/carers about issues that are causing concern. Busy Bees and the after school activities encourages children to talk to parents/carers about issues causing them concern and may in some cases support the children to talk to their parents.
 6. Parents/carers and children should feel reassured that in exceptional circumstances confidentiality will be broken.
 7. All children have a right to the same level of confidentiality irrespective of gender, race, religion, medical concerns and special educational needs..
 8. Busy Bees and the after school activities will link with the school who has appointed a senior member of staff as Designated Safeguarding Lead. Child protection procedures are understood by staff and training is undertaken every two years for all staff.
 9. Health professionals have their own code of practice dealing with confidentiality. Staff should be aware of children with medical needs and the class information sheet should be accessible to staff who need that information but not on general view to other parents/carers and children.
 10. Photographs of children should not be used without parent/carer permission especially in the press and internet.
 11. Information about children will be shared with parents but only about their child. Logs of administration of medication to children should be kept secure and each child should have their own individual log. In all other notes, briefing sheets, a child should not be able to be identified. Addresses and telephone numbers of parents and children will not be passed on except in exceptional circumstances.
 12. Governors need to be mindful that from time to time issues are discussed or brought to their attention about staff and children. All such papers should be marked as confidential and should be copied onto different coloured paper. These confidential papers should be destroyed Governors must observe complete confidentiality when asked to do so by the governing body, especially in relation to matters concerning individual staff, children or parents. Although decisions reached at governors' meetings are normally made public through the minutes or otherwise, the discussions on which decisions are based should be regarded as confidential Governors should exercise the highest degree of prudence when discussion of potentially contentious issues arises outside the governing body.

IMPACT:

Busy Bees and the after school activities have a duty of care and responsibility towards children, parents/carers and staff. It may also needs to work with a range of outside agencies and share information on a professional basis. The care and safety of the individual is the key issue behind this document.

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