

Richmond Hillbillies Policies and Procedures 2020/2021

Richmond



Hillbillies

Confidentiality Policy & Procedure

Hillbillies are aware of the importance of confidentiality and respect that information is given to us in confidence. This includes verbal and written information.

A private place will be made available for parent/carers to discuss confidential issues.

Children's records (which are updated after notification of changes) are kept locked outside club hours. During club hours only those approved to do so will have access to these records. Only paper based records are kept on children.

Parent/carers have the right to look at their child's records. Parent/carers must ask the club manager if they wish to see their child's records.

Staff who breach confidentiality will face disciplinary proceedings. Respect for confidentiality continues after leaving Hillbillies employment.

Confidential records that we are required, by legislation, to keep for certain time are shredded after the required time has elapsed. They are stored securely until that time.

Incidents that occur at Hillbillies are treated as confidential. Playcarers only discuss incidents concerning a child /parent /family at Hillbillies with appropriate colleagues (safe guarding children issues have exemptions from this rule) and only if it is relevant to the wellbeing of the child and family.

In a situation of suspected child abuse information **will** be passed to the appropriate agencies (see safe guarding children policy).

No personnel information on a child i.e. Tel number can be passed to another child or parent without parental permission.