



BARNFIELDS EXTRA

BEFORE AND AFTER SCHOOL CLUB

Confidentiality Policy

The work of Barnfields Extra with children and families will sometimes bring us into contact with confidential information.

To ensure that all those using and working in the Before and After School Club can do so with confidence, we will respect confidentiality in the following ways:

1. The manager will ensure that all staff are aware of the need to maintain privacy and confidentiality and will not discuss individual children, with people other than the parents/carers of the child.
2. Information given by parents/carers to the Club staff or will not be passed on to other adults, with the exception of school staff, without permission.
3. Issues to do with the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.
4. Any anxieties or evidence relating to a child's personal safety will be kept in a confidential file and will not be shared except with the manager and Head teacher of Barnfields Primary School.

Students, Playleaders and volunteers will be advised of our confidentiality policy and required to respect it.

All the undertaking above is subject to the paramount commitment of the Club which is for the safety and well-being of the child.