

## 123 AFTER SCHOOL CLUB CONFIDENTIALITY POLICY

At 123 Club we hold a high standard of confidentiality for children, parents and staff. We understand that the information which is given and recorded within the setting is private and personal to those whom it relates to. Staff within the 123 Club understand the importance of confidentiality and any information which is given to them must be held in the strictest confidence.

123 Club believes that:

- Parents can access their children's records on request at any time.
- All children's details and information are kept confidential.
- All information which is held relating to children, parents and staff is done so under the guidelines of the Data Protection Act 1998, please refer to this policy for more information.
- No information relating to children or staff should be discussed outside the setting unless they have a professional relationship with that setting and we are legally required to share such information.

All children and staff within the setting will be required to have personal written information about them which is kept within the nursery.

The records held within the setting are kept in the locked filing cabinet.

All written records must be kept in a secure storage for 3 years from the date the child leaves the groups care. After this time all records can be shredded. Records relating to individual children are kept until that child will have reached 21 years of age.

There is one exception to this policy where the nursery staff and management have concerns about a child's welfare (refer to child protection policy) or if there is a medical emergency, in which case we are required to share the relevant information with the appropriate parties involved.