

Confidentiality

Voluntary Management Committee members and The Base employees are required to treat as confidential any information regarding parent/carers and children who use the club or employees who work there. Care must be taken to ensure that no information regarding an individual's personal circumstances or financial status is relayed to other persons. This includes any parent/carers who use the club.

Should any member of the Voluntary Management Committee or The Base employees receive a request for information from a person outside THE BASE that could result in a breach of confidentiality, that person should be referred to the Voluntary Management Committee.

Should any circumstances require a breach of confidentiality, e.g. suspected child abuse or behavioural problems, employees must inform the Voluntary Management Committee immediately.

Should any of The Base employees inadvertently breach the policy on confidentiality, they should immediately inform the Voluntary Management Committee of the circumstances so that any action required may be discussed in case of reprisals. The Base employees should be alert to the possibility of such inadvertent breaches of confidentiality e.g. whilst at work, in meetings, seminars and workshops with other organisations etc.

The Base employees and the Voluntary Management Committee will be required to sign a declaration of confidentiality form.

Staff/Children Information

All information for staff and children that attend The Base is kept locked away in a filing cabinet. Only The Base staff and committee members are able to access this information. Information is only shared to 'outside agencies' on a need to know basis, such as Safe Guarding Children.

The main computer used by The Base staff is password protected. There are no childrens details or records kept on this computer.

Should it be necessary to discuss a matter of privacy concerning a child or member of staff that attends The Base then this will be done so with respect for all. Such meetings will take place in a private area away from The Base to allow the confidentiality of all involved and following Data Protection guidelines.

Signed _____ **(Manager)** _____ **(Date)**

Signed _____ **(Chairperson)** _____ **(Date)**