**The Kidsclub Company (Surrey) Ltd**

**Confidentiality Policy**

It is a legal requirement that we hold information about children and the staff within our setting. Basic information is used for registers and all personal information is kept in a locked cupboard when not in use. (See also Data Protection Policy)

Through close relationships with both children and parents we learn more about the families using our club, it is important to enable a regular two-way flow of information. All staff are aware that this information is confidential and only for use within our setting and may be discussed during staff meetings. If any of this information is requested, for whatever reason, by another party a parent’s permission will always be sought.

If, however, a child is considered at risk either by something they have told a member of staff or something we have seen, our Safeguarding Policy will override confidentiality in order to protect the child.

Parents may need to have a private discussion from time to time. There are various rooms in each of the settings that can be used for this:

**Ashtead Kidsclub:** The Snug or lobby area if the Snug is being used by Youth Workers

**Greville Kidsclub:** The Bursar’s Office/The Quiet Room next to Cookery Rooms/infant library.

Any staff deemed to have contravened this policy in any way may have to undergo disciplinary procedures.

See also Social Networking Policy.

Reviewed 2/8/2018