



# Safe Hands Afterschool Club

## Confidentiality Policy



**Approved by:** Melanie Lawlee

**Date:** 24/03/2026

**Review Date:** 24/03/2027

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### 1. Purpose

Safe Hands Afterschool Club recognises that staff, volunteers, and management are entrusted with confidential information about children, families, staff, and the Club.

This policy ensures:

- Children's safety and welfare are prioritised.
- Families' privacy is respected.
- Staff maintain professional standards.
- The Club complies with EYFS 2025 statutory requirements and UK data protection law.

This policy complements the Club's **Data Protection & Privacy Policy** and **Safeguarding & Child Protection Policy**.

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### 2. Scope

Applies to:

- All staff, volunteers, and students
- Management and leadership team
- Any person working on behalf of the Club

Covers confidential information in any form: paper, electronic, verbal, or photographic.

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### 3. Legal & Statutory Framework

This policy aligns with:

- Early Years Foundation Stage (EYFS) Statutory Framework 2025 – Safeguarding & Welfare Requirements
- Data Protection Act 2018 and UK GDPR
- Working Together to Safeguard Children 2023
- Human Rights Act 1998



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### 4. Definition of Confidential Information

Confidential information includes:

- Child and family details (medical, dietary, safeguarding, SEN, attendance)
- Staff personal information (employment, payroll, DBS)
- Safeguarding records and concerns
- Accident and incident forms
- Any other information not publicly available that could identify individuals

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### 5. Staff Responsibilities

All staff must:

- Treat all information confidentially and respectfully.
- Only access information necessary for their role.
- Avoid discussing children or families outside professional contexts.
- Never post Club information or images on social media without express permission.
- Follow safeguarding procedures for sharing information.
- Use only secure systems for electronic communication.
- Lock screens and secure paper records when unattended.
- Seek guidance if unsure about data sharing or confidentiality.

Breach of confidentiality may result in disciplinary action, up to and including dismissal.

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### 6. Sharing Information

Information may be shared:

- With parental consent (where appropriate)
- With relevant professionals for the welfare of the child
- When legally required (e.g., court order, safeguarding concern)

Safeguarding always takes priority over confidentiality.

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### 7. Handling & Storage of Records

**Paper Records:**



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- Locked in secure cabinets
- Access restricted to authorised staff
- Shredded when no longer needed

#### Electronic Records:

- Stored on approved secure servers or cloud systems
- Password protected
- Encrypted where possible
- Backed up regularly
- Not stored on personal devices

Retention periods follow the **Data Protection & Record Retention Policy**.

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#### 8. Mobile Phones & Cameras

- Personal phones must be stored securely during working hours.
  - Only Club cameras may be used to photograph children, with parental consent.
  - Staff must not use personal devices to record or share images or information.
  - Breaches constitute gross misconduct.
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#### 9. Breach Reporting

- Any suspected or actual breach must be reported immediately to the Manager.
  - The Manager will investigate and take action, including notification to the **DPO (Melanie Lawlee)** if required.
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#### 10. Training & Awareness

- Staff receive confidentiality and safeguarding training during induction.
  - Refresher training is provided as necessary.
  - The Manager ensures staff are aware of EYFS statutory guidance and GDPR obligations.
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#### 11. Monitoring & Review

This policy will be reviewed annually or sooner if:

- Legislation changes
- A confidentiality or data breach occurs
- EYFS guidance or Ofsted requirements are updated



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#### 12. Related Policies

- Data Protection & Privacy Policy
- Safeguarding & Child Protection Policy
- Staff Behaviour Policy
- Mobile Phone Policy
- Social Media Policy
- Accident & Incident Policy