

## Confidentiality

The following policy is to ensure the confidentiality of all data and information relating to our children and parents at all times.

### Children & Parents

- All children's records (e.g. registration forms, inclusion information) are kept in a password protected computer/file or in a locked cabinet
- All discussions of children are kept within the staff team and any minutes discussing to these discussions are kept locked away
- All concerns relating to children's welfare are kept within the core staff.
- All disclosures will be divulged to the Designated Safeguarding Officer(s) where appropriate.
- All disclosures and concerns relating to children's welfare will be written up on a concerns tracking form and kept in a locked file. Full details of our safeguarding and child protection procedures can be found in our Safeguarding Policy
- All reports sent to funders, potential funders and other organisations will not include children's full names, addresses, phone numbers or any other identifying data
- Parents' names or addresses will not be divulged unless written permission is given.
- All parents and carers must choose whether or not to sign a disclosure allowing their children to be photographed (registration form). Photographs taken of children can be used only for the purposes of promotion of the IPA (funding applications and monitoring forms as well as advertisement of the site) and for collages that the children create.

Personal information is only shared on a strictly 'need to know' basis. Confidential information may only be disclosed to another person with the permission of the person concerned (or parents/carers for a child), except where the welfare of a child is an issue.

If a staff member or volunteer has any concerns about information that they have received, particularly where a child's safety is at risk, they should raise this immediately with their supervisor or the support member of staff. Please refer to the Safeguarding and Child Protection Procedures. It is important to emphasise that this is considered as 'exceptional circumstances' and is not regarded as a breach of confidentiality agreement.

Personal information about a parent's circumstances or child's behaviour is shared only on a need to know basis. Information/observations relating to child protection concerns around a child are kept signed and dated in the child's file in the lockable filing cabinet. Where we have such concerns we will discuss them with the child's parents (unless this would compromise a police intervention such as in the case of sexual abuse). If we were going to share concerns with Children's Services we would speak to the parent first.

We will operate this policy under the provisions of the Data Protection Act (1998).