Zac’s Club Limited

Confidentiality Policy Including General Data Protection Regulation (GDPR)

**Aim:**

To ensure the best care for the children for whom we are responsible for and to follow strict guidance in accordance with the General Data Protection Regulation (GDPR). It is important that Zac’s Club staff, and students on placement with us understand the importance of confidentiality and the procedure of disciplinary action if they fail to follow this guidance

**Procedures in place for storing details for:**

**Staff:**

* All personal information is stored securely in a locked filing cabinet, and securely on the cloud, the director and manager being the authorised persons to gain access to this.
* Enhanced DBS, once the disclosure has been witnessed by the director or manager this document as having no recorded convictions, a copy of the disclosure reference number is taken and returned to the member of staff if sent to them under the DBS system. The DBS reference numbers are safely stored in our lockable filing cabinet as a Single Central Record. We also provide a copy of the Single Central Record to the school, which they store confidentially, in order that they can confirm that everyone working on site is fully checked. All staff must be on the live DBS online system. We hold the individual’s written permission to check the live DBS system, and necessary updates are obtained.

**Children:**

* All information collected on admission forms are stored safely in a lockable filing cabinet, or securely on the cloud. For those who registered online, we store no written records, however they are safely secured on the cloud with kidsclubhq. We do however, store emergency contact details in the setting phone.
* We share information with other settings, including school that the child attends with consent from the child’s parents; this informs the planning and assessment process for the child.
* Images of the children for use on the website, newsletters, Facebook and for publicity of the setting in local media are only used with consent from the parent with legal responsibility, no child is identified by name. Parents must have ticked the appropriate permission on the online record.
* Records of medication administered to children or accident records are kept in a file, in the secure store on site, for which only Zac’s Club staff have a key.

Other methods of storing information

* Computer records are all password protected and placed on secure sites. We do use cloud storage, which is also password secured.
* The designated lead practitioner responsible for safe guarding keeps records on individual children and this information is stored in the secure store cupboard allocated to the Club at the School. The information recorded is shared on a need to know basis.

**Restriction of Confidential Matters discussed at work:**

* All staff are subject to a probationary period upon recruitment
* An induction process is undertaken for all new staff and all policies and procedures are to be read by and signed by staff.
* Staff are reminded of the need for confidentiality and if they are in breach of this will be liable to disciplinary procedures as detailed in their staff handbook. They must not discuss any issue in relation to staff or children with anyone outside of the setting. They must not disclose or share any personal information.
* Personal Mobile phones are not permitted during the session, and their use is covered under a separate policy.
* Students must be enrolled on bona fide courses and all have to undertake an induction prior to commencing, they are informed of the need for confidentiality at all times and the consequence if they are found to be in breach of this . Students will not use real names of children or photographs as part of the observation process, staff will ask to read observations to ensure this.
* Parents are reminded of our policies and procedure folder and they can be provided with a copy of any policy or procedure on request by email. They are also welcome to view any policy or procedure at the setting.
* If a parent does not respect confidentiality the manager will speak to them to explain the need for confidentiality and ask that if they have a concern that they speak with the staff or manager on duty.
* All visitors to the setting are required to sign in and out of the building; they are always accompanied by a member of staff and are never left alone in the building. Where an appointment has been booked by a health professional, company etc., then identification will be required to validate who they are, equally an Ofsted inspector will be asked for identification. Visitors will not be given names or information regarding any of the children or staff unless they are designated health professionals and the parents are aware of their visit.
* We occasionally invite other professionals and local businesses to bring their knowledge into the setting to enhance the children’ knowledge and understanding of the world. These visitors are accompanied at all times and no information on the children is given.

**When it is appropriate to share information:**

* With health professionals working with specific children with prior consent from the person with parental responsibility. E.g. speech therapy, health visitor.
* When making a referral to social care re a child protection issue. The lead professional for Safeguarding would undertake this responsibility and the information gathered will be on a need to know basis
* In the event of an allegation being made against a member of staff then the director or nominated person will contact the Local Authority Designated

Officer (LADO)

* In the event of a significant incident that had to be reported to Ofsted, this would be undertaken by the director or nominated person.
* The director or nominated person would contact Social services regarding an uncollected child.

**References to other relevant policies:**

* Safeguarding
* Uncollected child policy
* Recruitment policy
* Admissions policy
* Special Educational Needs policy