



ALL STARS AFTER SCHOOL CLUB
www.allstarsclub.co.uk



CONFIDENTIALITY AND INFORMATION SHARING POLICY

1. General statement of policy

With reference to the Human Rights Act 1998, the Data Protection Act 1998, the Freedom of Information Act 2000, the Children Act 2004, at All Stars we aim to:

- provide clear guidance to all members of the All Stars community around confidentiality
- encourage children to talk to a trusted adult if they are having problems
- ensure staff deal confidentially with sensitive issues
- ensure that data is only used or passed on for specific purposes allowed by law.

'Staff' includes employees, visiting activity providers and volunteers.

2. Procedures

2.1 Actions to support confidentiality

All Stars will:

- implement the All Stars Safeguarding Policy
- keep anything seen or heard within the club confidential to the club, where necessary sharing with the Headteacher
- adhere to the All Stars procedures for the taking of and use of photographs and video recording in the club
- avoid giving a child's personal details over the telephone until the validity of the request has been ascertained
- avoid unconditional confidentiality
- avoid discussing an individual child's behaviour in the presence of another child
- avoid entering into detailed discussion about a child's behaviour or academic progress with other children or parents
- observe complete confidentiality within the All Stars Committee when dealing with matters concerning individual staff, children or parents/carers.

2.2 Actions to support information sharing

All Stars will:

- share information about children with parents/carers, but only about their child.
- regard as confidential all personal information about children. All Stars will decide, in liaison with the Headteacher, who will have access and whether this is to all or selected information.
- establish ground rules where sensitive issues are to be addressed, eg, drugs education, sex and relationship education.
- remind children that some information they share in the club may be shared with other adults for their own protection.
- carry out sensitively a child's and their parent/carer's wish to highlight an issue to a peer group (eg, bereavement).

2.3 Data protection

All Stars processes personal data about children and is a 'data controller' in respect of this for the purposes of the Data Protection Act 1998. This data includes contact and collection details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time All Stars may be required to pass on some of this data to eg, the Headteacher, Ofsted. These data controllers are subject to the same legal constraints in how they deal with data.

Pupils, as data subjects, have a general right under the Data Protection Act to be given access to data held about them by any data controller. A parent/carer would normally be expected to make a request on the child's behalf if the child is younger than 12.

3. Related All Stars policies and forms

Safeguarding Policy

Date: *January 2015* **Signed:**

Reviewed: *August 2015* **Signed:**