

# 07 - CONFIDENTIALITY POLICY

## Let Us Play Scheme

(Play Scheme for children with profound and multiple learning difficulties)

Registered Charity No 1072059

<b>Name of Unit/Premises/School</b>	<b>Let Us Play Scheme / Heathfield School</b>
<b>Date of Policy Issued/Review</b>	<b>15 May 2020</b>
<b>Name of Chairperson</b>	<b>Juliet Cheriton-Gerrard</b>
<b>Signature of Chairperson</b>	
<b>Management Committee Name</b>	<b>Matthew Lewis</b>
<b>Management Committee Signature</b>	

## POLICY STATEMENT

LUPS aims to ensure that confidentiality is adhered to at all times. Our work with the children will bring us into contact with confidential information. To ensure that those using and working on the play schemes can do so in confidence, we will respect confidentiality.

## CHILDREN

We will respect confidentiality in the following ways:

- Parents will have access to all information held on their own child but will not have access to information about any other child.
- Staff will be given information on each child to enable them to participate at their own level and maintain their safety but not of personal or particular details shared by parents to the LUPS Senior Management Committee.
- Staff will not discuss individual children other than for the purposes of planning activities, or enabling them at an activity.

- Information given by parents/carers to LUPS Senior Management Committee will not be passed on to any other worker without permission.
- All anxieties/evidence relating to a child's personal safety will be kept in a separate and confidential file and will not be shared within the group except for the individual Senior Assistant and LUPS Chairperson.

## **STAFF**

We will respect confidentiality in the following ways:

- Issues to do with the employment of staff whether paid or voluntary will remain confidential to the LUPS Senior Management Committee.
- All Staff personal details will stored in a secure container with access being limited to the Senior Management Committee only.
- Staff are not to discuss any details of the Children other members of Staff (without prior consent) or any LUPS business outside of the play scheme.

## **SOCIAL NETWORKING SITES**

We will respect confidentiality in the following ways:

- The Children or any LUPS business is not to be discussed on Social networking sites under any circumstances. Any cases of this should be reported to the Senior Management Committee at the earliest opportunity, who will investigate and take the necessary action.

## **PHOTOGRAPHY/MOBILE PHONES**

We will respect confidentiality in the following ways:

- Only photographs authorised by the Senior Management Committee will be taken in consultation with Parents/Carer(s) and will be controlled by the use of utilising authorised camera's only.

- No mobile phones are permitted on the play scheme and will be locked in the staff room for the duration of the play scheme. If anyone has sufficient reason to be contactable by mobile then provision can be made for it to be held at reception by prior arrangement with the Senior Management Committee or the Schools phone number can be utilised.

## **SUMMARY**

Confidentiality plays an important part within organisations and it is extremely important that this policy is adhered to at all levels to ensure trust and relationships are maintained. LUPS will ensure that all staff whether paid or voluntary are advised of our Confidentiality Policy and will be required to respect it.

## **ASSOCIATED POLICY'S**

- Safeguarding Children Policy
- Complaints Policy
- Safety Policy
- Equality & Diversity Policy
- Admissions Policy
- Parental Involvement Policy