

07 - CONFIDENTIALITY POLICY

Let Us Play Scheme

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

Registered Charity No 1072059

Date of Policy Issued/Review	30 March 2023
Name of Chairperson	Juliet Cheriton-Gerard
Signature of Chairperson	
Management Committee Name	Victoria Ashton
Management Committee Signature	
Review date	30 March 2024

POLICY STATEMENT

LUPS aims to ensure that confidentiality is adhered to at all times. Our work with the children and young people 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 & YOUNG PEOPLE

We will respect confidentiality in the following ways:

- Parent carers will have access to all information held on their own child but will not have access to information about any other child or young person.
- Staff will be given information on each child or young person to enable them to participate at their own level and maintain their safety, but not of personal or particular details shared by parent carers to the LUPS Senior Management Committee.

- Staff will not discuss individual children or young people other than for the purposes of planning activities, or enabling them at an activity.
- Information given by parent carers to LUPS Senior Management Committee will not be passed on to any other worker without permission.
- All anxieties/evidence relating to a child or young person'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, Play Leader, Playscheme Manager 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 team.
- All Staff personal details will be stored in a secure container with access being limited to the Senior Management team only.
- Staff are not to discuss any details of the children or young people with 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, young people, and 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 team 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 team will be taken in consultation with parent carers and will be controlled by the use of utilising only one authorised camera.
- No mobile phones (or device with recording or photography capability) are permitted on the play scheme. Devices will be kept 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 the device to be held at reception by prior arrangement with the Senior Management team. Alternatively, the LUPS mobile number is contactable throughout playscheme.

SUMMARY

Confidentiality plays an important part within LUPS, 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 adhere to it.

ASSOCIATED POLICY'S

- Safeguarding Children Policy (5)
- Complaints Policy (14)
- Safety Policy (10)
- Equality & Diversity Policy (6)
- Admissions Policy (2)
- Parental Involvement Policy (4)