

Craze Kidz Club

Calday Grange, Mill Road
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NR27 0BG

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E-mail – enquiries@crazeekidzclub.co.uk
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Confidentiality Policy

This Policy should be read in conjunction with the Club's Safeguarding Policy.

Leaders of Craze Kidz Club (and other clubs with it's family) will, in the course of their duties, have access to a considerable amount of personal information relating to children and parents. It is expected that all understand the importance of treating information in a discreet and confidential manner. In particular the following procedure should be adhered to:

1. (a) Written records and correspondence must be kept secure at all times when not being used by a leader.

(b) When the time comes for destruction of records this should be undertaken with care.
2. Any sensitive information regarding a child must only be disclosed to a adult youth club leader. It is important that leaders carry out procedures to ensure the authenticity of telephone enquires when not sure of their identity.
3. Leaders should communicate any Information relating to safeguarding children and young people to the Co-ordinator in the first instance.
4. Conversations relating to confidential matters should not take place in situations where they may be heard by passers-by, either at the workplace e.g. in corridors, reception areas, lifts or elsewhere, such as public houses or restaurants.
5. The same confidentiality must also be preserved in dealing with matters relating to leaders. Respect for the privacy of parents should be treated with equal confidentiality.
6. It is expected that all leaders understand the importance of treating Information in a discreet and confidential manner. Documentation regarding children or leaders should not be taken without the knowledge of the Co-ordinator.

Each of us have the right to expect information of a personal nature be kept confidential. In return we have a duty to respect the rights of others. Any allegation of a breach of this policy that is brought to the attention of the Co-ordinator will be considered a serious matter and investigated accordingly.

Members of
Momentum Norfolk
Safer Programme



HMRC Registered Charity (XT 39138)

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This policy was agreed on Thursday 21st July 2016

This policy will be reviewed in July 2017

Signed

Date

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