

Confidentiality & Access to Records

The After School respect the rights of all staff, pupils and parents to have their information treated with confidence and to be shared only with others where appropriate and with their agreement.

However, in the case of information relating to Child Protection the staff/ Management have an obligation to share any concerns with the relevant services.

Staff will follow the following procedures:

- All registration forms/ records on children attending the After School will be kept in a secure place. Records of a general nature will be destroyed after the child leaves the service or where the records are updated. Some records will be passed on, with the agreement of the parents.
- Information relating to accidents/incidents will be retained until the child's 21st birthday.
- Incidents relating to staff complaints will be held until they are no longer employed. At that time a decision will be taken regarding the retention/disposal of the information.
- All records relating to staff, including absence will be retained confidentially and shared only with their permission and will be destroyed following their leaving the post.
- Staff are expected to maintain confidentiality at all times and should not discuss any matter relating to the After School outside of work.

Parents have a right to any information retained regarding their children and staff will make the records available as soon as it is convenient/practical to do so. Request for access to records should be dealt with by the Manager/Principal.