

## The Brunswick Club for Young People Confidentiality Policy

### **General statement**

The work of The Brunswick Club for Young People will bring us into contact with confidential information. This information will only be used and shared to enhance the welfare of children and young people attending The Brunswick Club.

The Brunswick Club will ensure all staff, volunteers and young people are aware of and understand the confidentiality policy and will be made aware that any breach of confidentiality may lead to disciplinary action.

### **Record Keeping**

It is a requirement that records are kept as follows:

#### Children and Young People's Records

- A record of each child and young person attending The Brunswick Club will be kept. Details held will include: child's name, address and contact details; parents' / guardians' names and contact details; ethnicity; medical information; photographic consent; parental consent (Junior Members); data protection statement (Senior members).

To ensure parents, guardians and young people can share information with confidence we will respect confidentiality in the following ways:

- Parents / guardians will have access to the records of their own children but will not have access to information about any other child.
- Personal records will be stored in a locked office and will be accessed only by staff members through the Club Manager.
- Confidential information about children and parents / guardians will not be discussed with other parents / guardians.
- Information given will be shared on a need to know basis with other staff and with other professionals with the consent of the parent / guardian or in cases concerning child protection issues.

#### Personnel Records

- Each team member, paid or unpaid, will have a personnel file containing personal information, recruitment information, training records, qualification, staff appraisal records, induction record and evidence of CRB clearance.
- This file can be accessed, by the individual to whom the file relates, at any time.

- Issues relating to the employment of staff, whether paid or unpaid, will remain confidential to the people directly involved with making personnel decisions.

**Procedure for access to personal information**

Parents / guardians may request access to records held on their child by following this procedure:

- Any request to see a child's records by a parent or person with parental responsibility must be made to the Club Manager in writing.
- The Club Manager will reply with a written acknowledgement
- The Brunswick Club commits to providing access within 10 working days.
- Any third parties will be contacted in writing stating that a request for disclosure has been received and asking for their permission to disclose to the person making the request. Copies of these letters are kept on file.
- Third parties, include family members, who may be referred to in the records, as well as workers from other agencies such social services, can refuse consent to disclose, preferring the individual to go directly to them.
- When all consent / refusals to disclose have been received these are attached to a copy of the request letter.
- Where a third party has refused disclosure of information, these references will be edited and as much information supplied as is possible.
- The information will be supplied either in hard format or electronically.
- Legal advice may be sought before sharing information, especially where the parent / guardian has possible grounds for litigation against The Brunswick Club or another third party / agency.

**Archiving / Destruction of Records**

All records relating to the children who have attended the Club and to individuals who have worked in the Club whether paid or unpaid will be archived for a period of time in line with current regulations / guidelines.

The decision as to when any such documents are no longer needed will be taken by the Club Manager, in accordance with current regulations / guidelines.

Any such document will be disposed of in accordance with the Club's Data Protection Policy.

**Consultation and Commitment to Review**

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 18<sup>th</sup> July 2016.

This policy will be reviewed by the Management Committee in July 2017.