

# CONFIDENTIALITY AND SHARING POLICY

## ***Basingstoke Ice Skating Club***

Our work with children and their families will bring us into contact with confidential information which will only be used to enhance the welfare of their children. Parents have a right to know and be informed about the circumstances, and reasons, when we are obliged to share information and we will be open and honest and explain to families how, when and why the information will be shared about them and with whom.

It is a legal requirement for the club to hold information about members by all staff and volunteers working at the Club. Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, relevant and secure).

### **All Staff and Volunteers must:**

- have a common understanding of information sharing
- know the procedures to follow when sharing information
- understand the accompanying need for appropriate confidentiality when working with children, young people, their parents/carers and fellow professionals

### **Records**

Records are kept for the purpose of maintaining club membership. These include health and safety records, financial records, contractual documentation, and employment records of staff and volunteers.

Personal records include membership forms and consent forms and any on-going record of relevant contact with parents or correspondence concerning the child or family from other agencies. These are stored in a lockable cabinet and are kept secure by the Club. Parents have access to the files and records of their own children but do not have access to information about any other child.

### **Recording information**

The club should explain to the child/young person and, if appropriate, any adult with parental responsibility:

- the purpose for which the information is being recorded
- where and for how long the record will be kept
- the circumstances in which it may be shared with other people
- any other people and agencies who may have or may be given access to the information.

## Record Keeping

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. Confidentiality will be kept at all times following this procedure:

- Confidential records are stored in a locked filing cabinet
- Parents are informed when we need to record confidential information beyond the general personal information we keep i.e. injuries, concerns, safeguarding, contact with external agencies
- Written consent is sought from parents before information is shared with external agencies unless a child is considered at risk when our safeguarding policy will be followed
- Parents have access to files and records of their own children but not to those of any other child
- All staff are aware that personal information given by parents is confidential and only for use within the Club
- If parents share information about themselves with other parents as well as staff we cannot be held responsible if information is shared by those parents whom the person has 'confided' in
- Staff and volunteer inductions include an awareness of the importance of confidentiality
- If staff breach this policy this may result in disciplinary action including dismissal
- All records need to be relevant, brief, accurate and to the point. Facts should be recorded, and only formal professional opinions recorded which practitioners would be willing to share with the child/young person or their family
- Recorded information should be retained as disposed of as per the Retention Policy

## Access to records

Parents may request access to any confidential records held on their child and family following the procedure below:

- All third parties are written to asking for their permission to disclose to the person requesting it. This includes all family members and workers from other agencies, referred to in the records.
- When all the consents/refusals to disclose have been received. All information which a third party has refused consent to disclose is removed and the file photocopied.
- The photocopied file is given to the parents by the Nursery Manager who will explain the contents of the file.

## Information Sharing and Data Protection

- Information is recorded, stored and shared appropriately as per the Data Protection Act.
- Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it may put them or someone else at risk or inappropriate to do so.
- Seek advice if you are in any doubt, without disclosing the identity of the person where possible
- Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. The decision to share or not to share information about a child/young person should always be based on professional judgement.
- Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- Necessary, proportionate, relevant, accurate, timely and secure. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
- The reasons for sharing or not sharing information must be recorded. If information is shared, the record must include which information was shared, when and with whom.

The circumstances in which information can be shared are explained to parents at registration and they sign a form to say that they understand the circumstances when information may be shared without their consent. We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. This is when it is to prevent a crime from being committed or intervene where one may have happened or to prevent harm to a child or adult. The decision should be made by both the Club Welfare Officer and the Lead Safeguarding Officer.

Information will not be shared on request by the parent/carer:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm
- Where there is reasonable cause to believe that a child may be suffering, or at risk of suffering, significant harm
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime