



Hop Skip and Jump Confidentiality Statement

At Hop Skip and Jump, we take the issue of confidentiality very seriously and it can manifest itself in a number of instances:

Confidentiality statement for Centre users:

Staff, talk about their job constantly. Conversations at the end of session and lunchtimes are often about the centre and individual children. We ask that such conversations are regarded as confidential.

Similarly, an Individual child is a matter for the assigned Playworker, Manager and the parents/carers of the child. Any comments made by a member of staff about a child, or an incident at Hop Skip and Jump, may be misinterpreted and lead to misunderstandings.

Small incidents are dealt with in the centre and should end there. More serious incidents are discussed, in confidence, with the centre manager and parents/Carers.

We feel sure that you will understand the need for such confidentiality, on centre matters. As a staff member in the centre, we ask that you respect confidentiality on such matters, to avoid misunderstandings or upset.

THANK YOU FOR YOUR CO-OPERATION

Confidentiality statement for working with other agencies (Social Services, Health etc.):

During work with other professionals and agencies, exchange of information will be regarded as highly confidential and will only be shared on a need to know basis and with the permission of the professional/agency involved, using any appropriate guidance.

Confidentiality statement for Child records:

The content of Children's records will be regarded as confidential and will only be shared on a need to know basis and within the scope of the centre's published "Data Protection Policy." Any information held about a child is filed

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under their name in a lockable cabinet and stays on the centre premises.

Confidentiality statement for disclosures of a sensitive nature:

Following the guidance contained within our "Child Protection" where information of a confidential nature is disclosed, this must be treated seriously and sensitively. However, under no circumstances must a promise be made that you will not tell anyone else. Instead explain that in order to help, you may need to talk to other people. All cases will be treated individually and appropriate action taken.