

Extended Provision

4ward sports

TROWSE AFTER SCHOOL CLUB

Responsibility: Mr Ward

Next Review Date: July 2026

Confidentiality Policy

After School Club follow the School's Policy & Guidance on Confidentiality

All staff adhere to the following:

- All children's records must be kept on the premises in a locked cupboard.
- All information on staff and children's contact forms should be held in the strictest confidence and no information passed on to any other parties
- Any information discussed with other members of staff during the after school club should not be disclosed to anybody outside of the club
- Parents should feel confident that any information discussed with staff members would not go any further
- All concerns about children or parents must be disclosed to the line manager only. It is then their responsibility to take further action.