



AJB Sports in Education

Confidentiality Policy

Policy Statement

AJB Sports in Education recognises the importance of maintaining confidentiality and handling information appropriately.

Children, families, staff and partner organisations have the right to expect that information shared with AJB will be treated respectfully, professionally and confidentially.

Purpose

The purpose of this policy is to ensure that:

- Sensitive information is handled appropriately
- Children's privacy is respected
- Staff understand their confidentiality responsibilities
- Information is only shared where necessary and appropriate

Confidential Information

Confidential information may include:

- Personal information
- Medical information
- SEND information
- Behaviour records
- Safeguarding records
- Family information
- Staff records
- Operational information

Staff should assume that information relating to children and families is confidential unless advised otherwise.

Staff Responsibilities

All staff are expected to:

- Treat confidential information respectfully
- Access information only when required for their role
- Store information securely
- Avoid discussing confidential information in public areas
- Follow AJB policies and procedures

Staff must not share confidential information with unauthorised individuals.

Discussions About Children

Information regarding children should only be discussed:

- With relevant AJB staff
- For legitimate safeguarding or operational reasons
- In appropriate professional settings

Conversations should not take place:

- In public areas
 - In front of other children
 - In front of unrelated parents or visitors
 - On social media or personal messaging platforms
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Safeguarding and Confidentiality

AJB Sports in Education will always prioritise the safety and welfare of children.

Staff should never promise to keep safeguarding concerns secret.

Where a safeguarding concern exists, information may need to be shared with:

- The Designated Safeguarding Lead
- Senior management
- Children's services
- Police
- Other relevant agencies

This sharing will be undertaken appropriately and only where necessary.

Parent and Family Information

Parents and carers may share personal or sensitive information with AJB staff.

Such information should be treated confidentially and only shared where necessary for:

- Child welfare
 - Operational requirements
 - Safeguarding purposes
 - Legal obligations
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Records and Documentation

All records containing confidential information should be:

- Stored securely
- Accessed only by authorised individuals
- Handled in accordance with AJB procedures

Confidential documents should not be left unattended or accessible to unauthorised persons.

Photography and Social Media

Staff must not share photographs, videos or information relating to children through personal social media accounts or personal devices.

All photography and media activity must follow AJB procedures and consent requirements.

Breaches of Confidentiality

Any actual or suspected breach of confidentiality should be reported immediately to the Camp Lead or relevant manager.

Breaches will be investigated and may result in disciplinary action where appropriate.



Review

This policy will be reviewed annually or sooner if operational requirements change.

Approved By: _____

Date: _____