

**Confidentiality Policy**

**The operation of Schools’ Out! requires the sharing of information between users and the service.**

**In order to respect the dignity and privacy of all users, the service will actively promote confidentiality in the following ways:**

Provide guidelines for staff on required records/reports.

Provide guidelines for staff in the handling of confidential/sensitive information.

Provide secure storage for files and information.

Adhere to all relevant legislation in the keeping of records.

Provide parent/carer access to their own child’s records.

We will not disclose confidential information unless required to do so in matters of child protection or death situations.

**Signed:** Natalie Scanlan **Date: 17/01/2022 Review Date: 17/01/2023**