KEYNSHAM & DISTRICT MENCAP SOCIETY
CONFIDENTIALITY POLICY

At Keynsham and District Mencap Society our work with children and adults will often bring us into contact with confidential information.

Staff will keep all information given to them or created by them during their employment confidential at all times whilst they are an employee and after their employment ends.

Information of a personal and private nature will be treated sensitively and remain confidential within Keynsham & District Mencap Society. This means that the information will not be given to anyone outside Keynsham & District Mencap Society without the permission of whom it relates.

Files will only be accessed by those members of Keynsham & District Mencap Society authorised to do so.

No information gathered for monitoring or evaluation of our work will identify individual cases.

To ensure that the information is kept confidential all staff and volunteers must abide by the following:

- All information that is kept for each member, including membership forms, accident forms, medication details will be stored in a locked cabinet to which the Club Leader will have the key
- Staff will only discuss members for the purpose of planning for play or group management and shall only be done so in confidence, away from other members
- Staff will not discuss individual members with other parents/carers
- Any information given by parents/carers to the Club Leader will not be passed on to other adults without permission
- Parents will have ready access to the files and records of their own children but will not have access to information about any other child

Students on recognised courses or work experience will be advised of our confidentiality policy and are required to adhere to it.

Issues to do with employment of staff, whether paid or unpaid will remain confidential to the people directly involved with making personnel decisions.

Reviewed: April 2026

Next Review: April 2027

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