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Recording and Information Sharing Policy

Our work with Students and their families will bring us into contact with confidential information which will only be used to enhance the health and wellbeing of our students. Students have a right to know and be informed about the circumstances, and reasons, when we are obliged to share information and we will be open and honest and explain to students how, when and why the information will be shared about them and with whom. It is a legal requirement for Pride Kickboxing to hold information about the students and the staff training with Pride Kickboxing. There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

It is our intention to respect the privacy of students and their families and we do this by following the procedure below:

- Confidential records are stored in a locked filing cabinet and electronically on a secure server
- Written permission is obtained to hold personal details on students and staff.
- Parents/Carers are informed when we need to record confidential information beyond the general personal information we keep i.e. injuries, concerns, safeguarding, contact with external agencies
- Written consent is sought from parents/carers before information is shared with external agencies unless a student is considered at risk when our safeguarding policy will be followed.
- Parents/carers have access to files and records of their own student but not to those of any other student
- All staff are aware that personal information given by parents/carers is confidential and only for use within Pride Kickboxing. where it affects planning for the student's needs
- If students share information about themselves with other students as well as staff we cannot be held responsible if information is shared by those persons whom the person has 'confided' in
- Staff, student and volunteer inductions include an awareness of the importance of confidentiality.
- If staff breach this policy this may result in disciplinary action including dismissal.



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Records

Records are kept for the purpose of maintaining our business. These include health and safety records, Medical information, financial records, contractual documentation, and employment records of staff, students and volunteers. We keep two kinds of records on students attending Pride Kickboxing;

Personal records –

These may include any information Students have provided instructors on induction, Medical conditions, and class attendance and performance records, observations by instructors on any confidential matter such as safeguarding matters.

These are stored in a lockable cabinet and are kept digitally on a secure server. Parents/carers have access to the files and records of their own student (please see below) but do not have access to information about any other Student.

Developmental and Social records –

-These may include photographs, video clips and samples of training and classes.

These are usually posted to Pride Kickboxing social media (providing students have given written consent)

Access to records

Parents/carers may request access to any confidential records held on their student and family following the procedure below:

- Request to see the student's personal file by a parent/carer must be made to the class instructor, who will send written confirmation and will inform the chief instructor. We commit to provide access within 14 days, although this may be extended.
- All third parties are written to asking for their permission to disclose to the person requesting it. This includes all family members and workers from other agencies, referred to in the records.
- When all the consents/refusals to disclose have been received. All information which a third party has refused consent to disclose is removed and the file photocopied.
- The photocopied file is given to the parents/carer by the class instructor who will explain the contents of the file.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against Pride Kickboxing or another (third party) agency.

Information sharing procedures



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The Data Protection Act provides a framework to ensure that personal information about living persons is shared appropriately. The circumstances in which information can be shared are explained to parents/carers and students at registration and they sign a form to say that they understand the circumstances when information may be shared without their consent. We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. This is when it is to prevent a crime from being committed or intervene where one may have happened or to prevent harm to a child or adult; or not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of the Chief instructor the three critical criteria are:

- Where there is evidence that the student is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a student may be suffering, or at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

Information shared must be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely. We will record decisions made and the reasons why information will be shared and to whom. Our Safeguarding Policy sets out how and where information should be recorded.

MONITORING AND REVIEW

Pride Kickboxing are committed to reviewing our policy and good practice **annually**.

This policy was last reviewed on. 03/12/2022

Signed: Robbie Hoskins