



Adapted from Tennis Ireland Child Protection FACT SHEET 11

[http://www.tennisireland.ie/clubs/child\\_protection](http://www.tennisireland.ie/clubs/child_protection)

## Confidentiality - Who Needs To Know What?

Sandycove Tennis & Squash Club has a clear statement about confidentiality and how this is to be respected. This statement covers much broader issues than child protection. We insist that families and children in contact with our organisation are sure, for example, that personal and sensitive details which they have confided about their lives or their family situations will not be talked about or passed onto others without their consent.

However, the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis. The Club statement of confidentiality makes this clear.

### Sandycove Tennis & Squash Club Confidentiality Statement

*In any situation where there is an allegation of suspicion or abuse, it is important that the rights of both the victim and the alleged perpetrator are protected by ensuring that only those who need to know are given the relevant information.*

#### **This will mean, at the very least, informing:**

- the Club child protection officer(s);
- where relevant, a statutory child protection agency;
- the parent of the child;
- the alleged perpetrator.

Parents will be informed unless doing so would endanger the child. Informing the parent of the child about whom you are concerned will be handled in a sensitive way and may be undertaken in consultation with a statutory agency.

Depending on the outcome of our initial inquiries, staff and other agencies who have contact with either the child concerned or the alleged perpetrator may need to be given brief details of the incident and subsequent action. Instruction and advice from a relevant statutory agency will be sought about who needs to be told, when they should be told, and the kind of information which is appropriate to be communicated.

All information of a personal nature will be stored in a safe and secure setting. Those who will be given access to this information will be;

- Club children's officer
- Club secretary for mailing addresses, fees etc.
- Club coaches for information relating to a child's ability to participate in an activity