Confidentiality Policy

All information on children, families and anyone working with me (if applicable) is kept securely and treated in confidence. Information will only be shared if the parents/carers/co-workers give their permission or there appears to be a child protection issue. All details will be kept confidential and records are kept secure. The details are easily accessible if any information is required for inspection by Ofsted.

Procedure

All parents receive a copy of my policies and procedures, which detail how I run my setting.

Childminders do not normally have to register with the Information Commissioner under the Data Protection Act 1998. However I do need to comply with the Data Protection Act and the national standards for childminding. All written records will be kept securely locked away.

I maintain a record of parent(s)' and/or emergency contact details, the contact details of the child's GP and appropriate signed consent forms.

If a child is identified as a child in need (section 17 of the Children Act 1989) I will, normally with the parent's permission, give appropriate information to referring agencies.

I expect parents to inform me of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour such as a new baby, parents' separation, divorce or any bereavement.

All information shared will be kept confidential and will not be disclosed without the parent(s)' consent, except as required by law, for example, there appears to be a Safeguardning issue. Please see my Safeguarding Policy.

Ofsted may require to my see records at any time.

Parents have the right to inspect all records about their child at any time.

All accidents are recorded. All accidents and injuries will be reported to the company providing my public liability policy, however trivial, to enable a claim number to be allocated.

All significant incidents are recorded and will be shared and discussed with parents so that together we can work to resolve any issues.