

CONFIDENTIALITY POLICY

POLICY STATEMENT

All information on children, families and anyone working with me is kept securely and treated with confidence. Information will only be shared if the parents/carers/co-workers gives 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.

POLICY 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 comply with the Data Protection Act and the Early Years Foundation Stage requirements. All written records will be stored securely 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 child protection issue. Please see my child protection policy.

Ofsted may require to see my records at any time.

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

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

I use the National Childminding Association public liability insurance, the total life of the policy is 21 years and 4 months to enable the child to make a claim against the policy at a later date.

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

I do not keep records relating to individual children on my computer.

Reviewed January 2010

Mrs Beverley Flockton

Auntie Bev's Childminding