

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 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.

Policy Procedure

All parents receive a copy of my policies and procedures, which detail how I run my setting. My certificate of registration is displayed and available to all parents. I am aware of my responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000. All written records will be stored securely away.

I maintain a record of parent(s)' and 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 parents' consent, except as required by law, for example, there appears to be a child protection issue. Please see my safeguarding children policy. I also expect parents to keep private and confidential any sensitive information they may accidentally learn about my family, setting or other children and families attending unless it is a child protection issue.

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, which may result in an insurance claim to enable a claim number to be allocated. I will inform, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

I use the Professional Association of Childcare and Early Years 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.

I am also registered with the Information Commissioner's Office because I process personal information to enable me to provide childcare, maintain accounts and records and promote and advertise my services.

Mrs Beverley Flockton
Auntie Bev's Childminding
Reviewed September 2014