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 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.

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

As a Childminding setting I am registered with the Information Commissioner under the Data Protection Act 1998.

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.

Please 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/new partner 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 safeguarding children policy.

Ofsted may ask to see my records at any time however; I will only show your information to them if you have signed to say I can.

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

