



Happy Days Childminding

Confidentiality

Policy statement: Confidentiality

All information on children, families and anyone working with me 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 paper records will be kept confidential and records are kept secure.

The details are easily accessible if any information is required for inspection by Ofsted in England.

Procedure (how I put the statement into practice)

All parents have access to 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.

I maintain up to date records of parents' 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, who will drop off and collect the child or any other change which may affect the child's behaviour such as a new baby, parents' separation, divorce, new partner or any bereavement.

I will keep all information confidential and not disclose this without parents' consent, except as required by law, for example, if there may be a child protection issue. (Please refer to my Safeguarding Children policy for more details on this).

I expect parents to keep private and confidential any sensitive information they may accidentally learn about my family, setting or the other children and families attending, unless it is a child protection issue.

Ofsted may require to my see records at any time.

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

I record all accidents in an accident book. I will notify NCMA of all accidents which may result in an insurance claim, e.g. an accident involving a doctor or hospital visit. NCMA will log and acknowledge receipt of the correspondence and forward the information to the company providing my public liability policy to enable a claim number to be allocated.

I will inform Ofsted, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

If I am using the National Childminding Association (NCMA) 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.

I record all significant incidents in an incident book and I will share these with parents so that together we can work to resolve any issues.

If I keep records relating to individual children on my computer I will ask for the parent's permission. I will store the information securely for example, in password-protected files, to prevent viewing of the information by others with access to the computer.

If I record information on a personal computer, or take digital photographs or videos as part of my observations, I have taken the necessary action to register with the Information Commissioners Office (ICO).

Childminder's name:	
Childminder's signature:	
Date:	
Parent(s)' name:	
Parent(s)' signature:	
Date:	

Date policy was written:	
This policy is due for review on the following date:	

This policy supports the following requirements and standards:

England

Meeting Early Years Foundation Stage welfare requirements

Organisation

'Providers must maintain records, policies and procedures required for the safe and efficient management of the settings to meet the needs of the children'.