



## Confidentiality Policy

All information on children, families and anyone working with us 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 in a locked cabinet.

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

All parents have access to a copy of our policies and procedures, which detail how we run our setting.

Our certificates of registration are displayed and available to all parents.

We maintain up to date records of parents' and/or emergency contact details, the contact details of the child's GP and appropriate signed permission forms.

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

We expect parents to inform us 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, bereavement, or any crisis.

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

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

Ofsted may require to see our records at any time.



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

We record all accidents in an accident book. We will notify NCMA (National Childminding Association) 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 our public liability policy to enable a claim number to be allocated.

We 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.

We are using the PACEY 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.

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

We are registered with the Information Commissioners Office (ICO).