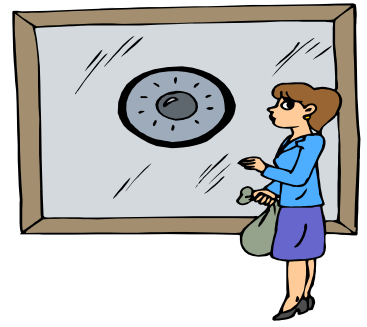




Confidentiality



Policy

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 accessible, by me, if any information is required for inspection by Ofsted.

Procedure

- I and my assistants respect information that is given to me as confidential. I ask that you treat as private and confidential any sensitive information that you may discover about my family, setting or the other children and families attending, unless it is a child protection issue.
- Parents will have access to their own child's records, but not those of any other child.
- I and my assistants do not discuss individual children or their families with others, except Ofsted and other childcare professionals.
- If I have child protection concerns then I have the right to discuss the child with the local Social Services.
- I and my assistants record all accidents and significant incidents and will share these with parents so that together we can work to resolve any issues.
- I record information on my business laptop computer, and I take digital photographs or videos as part of my observations. My computer is password protected, to prevent access to this information I have taken the necessary action to register with the Information Commissioners Office (ICO).
- Backup files are stored on CDs which I lock away when not being used.
- I would 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 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 am aware of my responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000.

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

