

CONFIDENTIALITY

CONFIDENTIALITY POLICY

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.

I will keep all paper-based records on children and their families securely. I will not share any information with anyone without your consent, unless there is a child protection concern. I am expected to share information with other childcare providers if your child also attends another setting.

Ofsted may require to view my 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 file.

I will notify PACEY of all accidents which may result in an insurance claim, e.g. an accident involving a doctor or hospital visit. PACEY 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.

I record all significant incidents 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).

I will only share information if it is in a child's best interests to do so. For example in a medical emergency I will share medical information with a healthcare professional. If I am worried about a child's welfare I have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible I will discuss concerns with you before making a referral.

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Childminder's name:	LOUISE HARRISON
Childminder's signature:	
Date:	11/03/2016
Parent(s)' name:	
Parent(s)' signature:	
Date:	

Date policy was written:	11/03/2016
This policy is due for review on the following date:	11/03/2017

This policy supports the following requirements and standards:

England

Meeting Early Years Foundation Stage Safeguarding and Welfare Requirements

Information and records

Links to your PACEY Professional Standards - Member

1. Children first

- C3.1 Take all necessary steps to safeguard the children in my care.

2. Enabling environments

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- E2.1 Work in partnership with parents, carers, other childcare practitioners and professionals.

3. My professional role

- P1.1 Reflect on and develop my practice.
- P2.1 Balance my childcare activities and private commitments.

4. Childcare service

- S1.1 Meet relevant laws, regulations and benchmarks for quality.

Links to your PACEY Professional Standards - Affiliate

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