

# Melandrew Daycare Confidentiality policy

## Confidentiality statement:

All information on children, families is kept securely and treated in confidence. Information will only be shared if the parents/Carers give 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.

## Procedure (how I put the statement into practice)

All parents receive a copy of my policies and procedures, which detail how I run my setting. I keep a signed record to confirm you have received this.

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 a record 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 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 parents' consent, except as required by law, for example, if there appears to be a child protection issue. Please see my Safeguarding Children policy.

Ofsted may require to my see records at any time.

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

All accidents are recorded on an accident form and stored in the child's file. Serious accidents and injuries will be reported to the company providing my public liability policy to enable a claim number to be allocated.

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.

All significant incidents are recorded on an incident sheet and will be shared and discussed with parents so that together we can work to resolve any issues.

I keep records relating to individual children on my computer. The information will be securely stored, and no others have access to my pc. Backup files will be stored on a separate hard drive which can only be accessed by my pc.

Childminder's name:	Melanie McKenna
Childminder's signature:	
Date:	26/3/09

Date policy was written:	26 March 2009
This policy is due for review on the following date:	Reviewed 29 September 2010
Due for review September 2011	Reviewed 24/10/2011
Due for review October 2012	