

Policy statement: Confidentiality

All information on children, families is kept securely and treated in confidence. Information will only be shared if the parents 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 we put the statement into practice)

Child-minders do not normally have to register with the Information Commissioner under the Data Protection Act 1998. However we do need to comply with the Data Protection Act and the national standards for Childminding. All written records will be kept securely stored.

We maintain a record of parent(s)' 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) we will, normally with the parent's permission, give appropriate information to referring agencies.

We expect parents to inform us of any changes to the information provided to us at the commencement of care.

All information shared will be kept confidential and will not be disclosed without the parent(s)' consent, except as required by law, for example, there appears to be a child protection issue. Please see my Child Protection 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 electronically, and stored on the laptop. We use a format provided by Morton Michel, who are also providers of our Public Liability Insurance.

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