

Date policy created: 18//08/2021

Date policy reviewed:

Confidentiality and Information Sharing Policy

Statement

All information on children and families will be 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 issues.

All details are easily accessible if any information is required for an inspector by Ofsted.

Procedure

All parents will receive a *welcome pack*, which contains copies of my policies, and procedures, which detail how I run my childcare services to children and families.

Childminders do not normally have to register with the Information Commissioner under the Data Protection act and the National standards for childminding. All written records will be kept securely locked away.

I maintain a record of parents and emergency contact details, the contact details of the child's GP and appropriated signed consent forms.

If a child is identified as a child in need I will normally with parents 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.

All information shared will be kept confidential and will not be disclosed with parents consent, expect as required by law. Please see my Safeguarding and Child Protection Early Years Model Policy.

Ofsted inspectors may require to see my records at any time.

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

All accidents are recorded in an accident book. All accidents and injuries will be reported to the company providing my 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.

If I keep records relating to individual children on my computer I will ask parents permission. The information will be securely stored to prevent viewing of the information by others with access to the computer. If I use back-up files such as memory stick, I will lock it away.