



## Acres of Fun Childminding

### Confidentiality policy

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**

All parents receive a copy of my policies and procedures, which detail how I run my setting.

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 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.

As a registered provider I must notify Ofsted of any serious accidents, illnesses or injuries or the death of any child whilst in my care and any action I may have taken within 14 days of an incident occurring.

If I am in need of support or advice regarding a serious illness or incident involving a child in my care I may contact National Childminding Association who will log information regarding the incident with regard to their safeguarding policy. An NCMA designated officer will be assigned to my case and all the information given to them will be kept confidentially unless there appears to be a child protection issue which will be reported accordingly.

If an accident or incident involving a child in my care may result in an insurance claim I will contact my public liability insurance provider to discuss my case and be allocated a claim number. This may involve discussing details of the child in my care with a third party.

If 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.

If I keep records relating to individual children on my computer I will ask for the parent's permission. The information will be securely stored for example, in password-protected files, to prevent viewing of the information by others with access to the computer. Backup files will be stored on a memory stick, which will be locked away when not being used.