

CONFIDENTIALITY POLICY

IT IS MY STATUTORY DUTY TO KEEP INFORMATION ON CHILDREN IN MY CARE SAFE AND SECURE.

- All information on children, families and anyone working with me (if applicable) is 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 issue. All records will be kept confidential and records are kept secure in a locked cabinet.
- Details are accessible if any information is required for inspection by Ofsted.

PROCEDURES:

- All parents have access to a copy of my policies and procedures, detailing how I run my setting.
- My certificate of registration is displayed and available to parents.
- I am aware of my responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000. I am a member of the ICO (Information Commissioners Office) which ensures Data is held correctly.
- I maintain up to date records of parent's 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 who will drop off and collect the child or any other change which may affect the child's behavior such as new baby, parent's separation, divorce, new partner or bereavement.
- I will keep all information confidential and not disclose this without parent's consent, except as required by law, for example, if there may be a child protection issue (please refer to my Safeguarding Children 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.
- Ofsted may require to see my records at any time.

CONFIDENTIALITY POLICY

- Parents have the right to inspect all records about their child at any time.
- All accidents are recorded in the accident book. I will notify Ofsted of all accidents that may result in an insurance claim. This will be logged.
- 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 information on a personal computer, take digital photographs or videos as part of my observations so am registered with the Information Commissioners Officer (ICO). The certificate is on show to the parents.

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Date Policy written:	20 September 2024
Reviewed and Updated:	18 th July 2025
Policy Reviewed	1 st July 2026

The Policy supports the following requirement and standards

- Early Years Foundation Stage Welfare and Ofsted Requirements
- The provider must take necessary steps to maintain records, policies and procedures required for the safe and efficient management of the settings to meet the needs of the children.