

Confidentiality policy



In my work as a childminder, I am legally obliged to collect certain information about you and your child to comply with the requirements of the EYFS and to maintain accounts and records. Other information that I collect is not a legal requirement but will help me to do my job as a childminder.

I will need to process information such as a record of parents' and/or emergency contact details, personal details, family details, life style and social circumstances, GP contact details, inoculation details, allergy details, digital photographs and appropriate signed consent forms. I also process sensitive classes of information that may include racial or ethnic origin, religious or other beliefs, and physical or mental health details. OFSTED may request to see my records at any time. I have a legal requirement to collect and process some of this personal information about you and your child. I will require you to sign my **data collection policy** to say that you are happy for me to collect and process the non-statutory information I require to best look after your child.

All information on children and families is kept securely and treated in confidence. I am registered with the Information Commissioners Office (ICO) and am aware of my responsibilities under General Data Protection Regulations (GDPR).

I am required to comply with the Data Protection Act and the EYFS welfare requirements for childminding and ensure that all confidential written records will be kept securely locked away. In general, the confidential information I have on file will only be shared if you give permission or there appears to be a child protection issue. I will only share information about your child with you or your child's other carers, other professionals working with your child, or with the police, social services, local or central government including Ofsted. All details will be kept confidential and records are kept stored in a file, which is kept locked and not accessible to any other party. You have a right to access any of the information that I hold on you or your child at any time.

You might also find out confidential information about my family and I during our working relationship, and I would be grateful if you too would respect my family's confidentiality and not repeat what you may have been told to other parties.

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, so that I can support your child and family through this transition.

All parents have access to my policies and procedures via my website www.supershinychildminding.co.uk which detail how I run my setting. When you sign our contract agreement, you will be asked to sign to say that you have read and understood my policies.



In an emergency which involves hospitalisation of myself or a child in my care, it may be necessary for me to contact my emergency backup person, I will have signed permission from you to allow them to hold your child's name and contact number, this information will be password protected. My emergency backup persons will also adhere to this policy.

All accidents are recorded in an accident book. All serious accidents and injuries will be reported to the company providing my public liability policy, to enable a claim number to be allocated.

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 keep records relating to individual children on my computer, I will ask for the parent's permission. The information will be securely stored to prevent viewing of the information by others with access to the computer, for example, in password-protected files.

If you have any concerns regarding this policy, please do not hesitate to contact me.

Lucy Madge

March 2018