

## Hoe farm Childminding Confidentiality Policy

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

As a childminder I do not have to register with the information Commissioner under the Data Protection Act 1998. However I do need to comply with the Data Protection Act and the national standards for childminding. All written records will be kept securely locked away.

I will 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) I will, normally with the 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 such as a new baby, parents separation, divorce or any bereavement.

All information shared will be kept confidential and not be disclosed without the parents permission, 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 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 my insurance company providing my public liability policy, however trivial to enable a claim number to be allocated.

The NCMA public liability insurance, 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.

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.

Childminders Name: .....

Childminders signature .....

Parents signature .....

Parents Name: .....

Date: