

Hoe farm Childminding Confidentiality Policy

All parents receive a copy of all of my policies and procedures, these policies are also displayed on my website www.hoefarmchildminding.co.uk and parents can ask to see my Childminding portfolio of which all have details how I run my setting.

I am registered with the Information Commissioners which is renewed annually. I am aware of my responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000. 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. As a EYE childminder I follow procedures set out by the SEN code of practice and the Somerset Code of Practice please see my Special Educational Needs Policy

I expect parents to inform me of any changes in the child's home circumstances, care arrangements and who will be picking up or dropping of your child/children or any other change which may affect the child's behaviour such as a new baby, parent's separation, divorce or any bereavement.

All information shared will be kept confidential and not be disclosed without the parent's permission, except as required by law, for example, there appears to be a child protection issue. Please see 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.

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

I record all accidents in an accident book. I will notify NCMA of all accidents which may result in an insurance claim, e.g. an accident involving a doctor or hospital visit. NCMA will log and acknowledge receipt of the correspondence and forward the information to the company providing my public liability policy to enable a claim number to be allocated.

I will inform Ofsted, the local safeguarding board and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible. Please also refer to my Accident and Emergency and Procedure adopted in death or serious incident policies.

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:

Reviewed 13/09/11