

Policy- Confidentiality

I understand that confidentiality is very important, and am aware of my responsibilities under the data protection act 1998. All parents will receive copies of my policies and procedures and will ask the parent to sign each of these to say that they understand this.

Any written forms and confidential files will all be kept safely locked away and can only be seen upon request by Ofsted and the parents themselves. If for some reason they need to be shown, if for example I had any suspicion of abuse, then I would show any relevant details too Ofsted. They will be kept in a separate folder for each child.

I will require signatures from parents for certain permissions I will need. For example permission to take photos, as my mobile also has the use of a camera and with the parents' permission I would like to use it to help with observations and sometimes marketing purposes (if agreed with parent.) I will also need to keep record of all contact details and emergency contact details, medication details, injury and accident details, health details about the child etc. Again all of this will be kept confidential in a folder as well.

I am aware of what I am and am not allowed to talk about outside of my setting to other people. I can assure you that I will not discuss anything that will be seen as confidential with anybody else. If I would like to discuss anything with any other professionals, for example other child minders then I would ask for your permission first before I do so.

If any parents learn or pick up on any sensitive issues about my family or maybe another family, then I would expect them to keep the confidentiality as well.