



Seagull Childcare Shaldon, South Devon

CONFIDENTIALITY POLICY

As a registered childminder I understand the need to ensure the privacy and maintain the confidence of the child and their family. Information and records are a necessary part of childminding.

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Therefore I will:

Ensure parents/carers understand the requirements for information and records

Advise parents/carers of my responsibility to the child i.e. child protection policy. Information must be shared with the appropriate authority to ensure the welfare of the child when there are concerns

Reassure parents/carers that personal information given will be treated as confidential

Advise parents/carers of the relevant organisations that can have access to the appropriate information and records

Ensure personal information on children and their families will be treated as 'Strictly Confidential' and will be kept in a secure place, away from other family member or visitors to the house.

Advise parents/carers when information will be shared with them

I will not contact a health visitor or GP or any other professional body about a child unless I have the agreement of the parents/carers.

If a parent/carer need to have a confidential conversation regarding their child or home circumstances I will ensure that this will be done when there are no other parents or children or visitors on the premises.

I would also ask this of you with regard to my family, as you too during our relationship will find things out about me and my family and I would ask you respect our own need for confidentiality.

The only time this confidentiality will be broken is if I suspect a child is being abused, then I will inform Social Services and Ofsted immediately.