



Anne  
Riggs  
Childminding



Ofsted number: 117447

## Confidentiality Policy

All records and information on children, their families or anyone working with me is kept securely and treated in confidence.

All parents have access to a copy of my policies and procedures, which detail how I run my setting. My certificate of registration is displayed and available to all parents.

I am aware of my responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000. I maintain a record of parents' 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 parent's 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, new partner or any bereavement.

All information shared will be kept confidential and will not be disclosed without the parents' consent, except as required by law, for example, if there appears to be a child protection issue. See my Safeguarding Children policy.

Ofsted may require to my see 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 log.

All significant incidents are recorded in an incident log and will be shared and discussed with parents so that together we can work to resolve any issues.