



Privacy / Confidentiality

Parent and child confidentiality is respected and I ask that parents and children respect mine and my family's confidentiality.

Parents can speak to me confidentially (without children or other parents listening in) on request. I will also take phone calls or email messages from parents on weekday evenings (by prior arrangement).

All information relating to children and families is stored securely and treated confidentially, unless I have permission to share it or there is a child protection (safeguarding) issue.

Passing data on to a child's next setting – I write a Transition Report which is passed via you to your child's next setting. Parents are asked to input into the Transition Report and it is your decision whether to pass it on or not. This helps me to comply with the EYFS requirement to share information with other settings while ensuring your child's confidentiality.

Paperwork storage - I store childminding information on the computer, USB dongle, Portable Hard drive (back up) and a mobile phone, (parent's numbers and digital photos of children) I take digital photos of children to help me meet the requirements of the EYFS.

I will keep all paper-based records on children and their families securely locked away in my childminding Toolkit box. Information is also saved to my Childcare database on my computer which is password protected. I will not share any information with anyone without your consent, unless there is a child protection concern. I am expected to share information with other childcare providers if your child also attends another setting.

I take confidentiality very seriously - both my family's confidentiality and that of the children and families who use my provision. I am aware that parents might need to share confidential information with me about their child or their family situation and I will not use this information for any reason other than to consider how I might best support the child.

I aim to promote confidentiality by –

- Sharing my confidentiality policy with parents and reminding parents about the importance of not sharing personal or family information online;
- Being registered with the Information Commissioners Office as a data handler;
- Keeping information safe on the computer and mobile phone – see **Safeguarding Policy**;
- Making parents aware that their details will only be passed to other agencies with their written permission; or shared confidentially with other agencies if there is a safeguarding issue;

- Advising parents that in some situations I am required to work with other settings or agencies such as nurseries, pre-schools and the Children's Centre to support their child's learning and / or development – this is a requirement of the Early Years Foundation Stage (EYFS) – see **Permissions Form** for more information;
- Advising parents that, at times, it is impossible for me to maintain absolute confidentiality – for example, if a child has an infectious disease I have a duty to inform other parents and sometimes I only look after 2 children at a time;
- Advising parents of any relevant organisations that have requested a disclosure of personal information and records unless expressly requested not to do so by the said agency in writing; or if I have been asked for information in connection with Court proceedings.

All accidents are recorded in an accident book. All accidents which clearly might result in insurance claim, e.g. an accident involving a doctor or hospital visit, must be notified immediately to Pacey. Pacey will log and acknowledge receipt of the correspondence and forwards the information to the company providing my public liability policy to enable a claim number to be allocated.

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.

I keep records relating to individual children on my computer. I will ask for the parent's permission. I will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer. Backup files will be stored on a memory stick and portable hard drive(back up) which I will lock away when not being used.

If I record information on a personal computer, or take digital photographs or videos as part of my observations, I have taken the necessary action to register with the Information Commissioners Office (ICO).

I will only share information if it is in a child's best interests to do so. For example in a medical emergency I will share medical information with a healthcare professional. If I am worried about a child's welfare I have a duty of care to follow the Local Safeguarding Children Board procedures and make a referral. Where possible I will discuss concerns with you before making a referral.

Written by Emma Marshall

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I will handle all data as required under GDPR Guidance