

Confidentiality Policy

Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored in a file, which is not accessible to any other party except Ofsted during inspections.

I will not discuss your child with others unless I have permission from you, for example to take your baby to be weighed by the Health Visitor. I will however divulge confidential information to Social Services and to Ofsted if I have any concerns that your child is being abused. Please see my Child Protection Policy.

You will also find out confidential information about me and my family during the course of our working relationship and I would be grateful if you too would respect my family's confidentiality and not repeat what you may have been told to other parties.

All accidents and incidents are recorded on record sheets and collated in a file which is stored in a locked cabinet.

I will notify PACEY of all accidents which may result in an insurance claim, e.g. an accident involving a doctor or hospital visit. PACEY 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 child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

I record all significant incidents in an incident book and I will share these with parents so that together we can work to resolve any issues.

If 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.

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.



morris minors

If you have any concerns regarding this policy please do not hesitate to contact me.

Date policy was last reviewed	21/05/2016
This policy is due for review on the following date	21/11/2016

