

CONFIDENTIALITY POLICY

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As we are dealing with children, a vast amount of information will need to be shared between childminder and the child's parent/carer. 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 kept securely and not accessible to any other party.

I will not discuss your child with others unless I have permission from you. 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 Safeguarding Policy.

You will also find out confidential information about my family and I 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. No one likes to be gossiped about.

In an emergency which involves hospitalisation of me or a child in my care, it may be necessary to give contact telephone numbers and allergy information to another trusted person who will also adhere to this policy. You would be informed if this information was ever passed on.