



Confidentiality Policy

Aim:

- Information of all families and children are kept in a secure and safe place.
- All the information is kept confidential and will only be shared if the parent/s give their permission.
- The details are only accessible of Ofsted inspection or if there is a child protection issue. I am aware of my responsibilities under the Data Protection Act 1998.
- Copies and access of my policies and procedures are available to all Parents/Carers at all times.
- Parents are to inform me of any personal circumstances which affect the child's behavior. Circumstances such as a new baby, divorce or bereavement are situations that I will need to be made aware of as this may affect the child's behavior while in my care.
- All accidents and injuries will be recorded in the accident book and reported to my Public Liability Insurer. Incidents are recorded and discussed with Parents/Carers to work together to resolve any issues.