

Confidentiality Policy

In order to provide a high-quality care service, which caters for children's individual needs, it is necessary for me to obtain personal information from parents or carers about their child. I understand that some of this information may be sensitive, and I therefore use strict data collection and processing procedures in order to ensure confidentiality.

Any information given to me, either verbally or in writing, regarding your child or your family will be treated as private and confidential. Information will only be shared with parents, or where consent has been given to do so, any other named individuals on a signed Multiple Contact Information Sharing Form, or All About Me booklet. A multiple contact situation is when the dropping off and collection of a child is shared with other family members or friends. Please refer to my **Multiple Contact Policy** for further information.

I will never discuss your child with others without your permission however; certain situations may require me (or my assistants) to share information. These situations include:

- As evidence to Ofsted on request or inspection.
- To work efficiently with my assistant / other members of staff and ensure continuity of care.
- To seek advice from other professionals for example to assist with additional support or medical needs.
- To support transition when a child is moving onto a new setting or to support wellbeing and development where there is to be a shared care arrangement.
- To apply for funding / early years entitlement

Where information about your child is to be shared with others, I will ask you to sign a Data Sharing Agreement to ensure that you understand fully with whom information is being shared with and the reasons for this. Only in exceptional circumstances, for example in an emergency situation or where there are safeguarding concerns, will information be shared without consent in order to inform the emergency services, alert the local safeguarding team or notify the police. Please refer to my **Child Protection / Safeguarding Policy** for further information about my child protection procedures.

I will share information regularly with parents regarding children's daily activities and their learning and development progress. Parents will only have access to their own child's records and any requests for access are recorded. Any documentation containing personal or sensitive information is stored either in a lockable file or on my computer, which is secured with a password and virus protection.

During the course of our relationship, it is likely that you will also find out confidential information about my family and I. Please respect our confidentiality and do not share information with others without permission.