



Confidentiality Policy

All information on children, families and anyone working at La Casita is kept securely and treated in confidence. Information will only be shared if the parents, carers, co-workers give their permission or there appears to be a child protection issue. All details will be kept confidential and records are kept secure. The details are easily accessible if any information is required for inspection by Ofsted.

Procedure

All parents receive a copy of our policies and procedures, which detail how we run our setting. They are soon going to be accessible on our web page.

Our certificates of registration are displayed and available to all parents.

We are aware of our responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000.

We maintain a record of parents' and/or emergency contact details, the contact details of the child's GP and appropriate signed consent forms.

If a child is identified as a child in need (section 17 of the Children Act 1989) we will, normally with the parent's permission, give appropriate information to referring agencies.

We expect parents to inform us of any changes in the child's home circumstances, care arrangements or any other change which may affect the child's behaviour such as a new baby, parents' separation, divorce, new partner or any bereavement.

All information shared will be kept confidential and will not be disclosed without the parents' consent, except as required by law, for example, if there appears to be a child protection issue. Please see our Safeguarding Children policy.

Ofsted may require seeing our records at any time.

Parents have the right to inspect all records about their child at any time.

All significant incidents are recorded in an incident form and will be shared and discussed with parents so that together we can work to resolve any issues.

If we keep records relating to individual children on our computer we will ask for the parent's permission. The information will be securely stored in password-protected files to prevent viewing of the information by others with access to the computer. Backup files will be stored on memory sticks, DVDs or CDs which will be locked away when not being used.