

Confidentiality Policy

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

I keep the following records

- Basic contact and personal information.
- Photographs.
- Medical information as appropriate.
- Information about your child's development.
- A copy of your child's "All About Me" book.
- Financial records.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored in a location, which is not accessible to others.

After your child leaves my care, I will keep my records for a reasonable time before disposing of them securely.

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.

During periodic inspections, required for my continuing registration, Ofsted will have access to all my records, including those I consider confidential and with information about your child.

In addition, I may be asked to disclose my financial records to officials working for Her Majesty's Revenue and Customs (HMRC).

I have responsibilities under the Public Health (Infectious Diseases) Regulations 1988 which may require me to disclose some confidential information to other parties such as the local authority Environmental Health department and Health Protection Agency.

As part of my sickness policy I may notify another parent of a contagious illness or disease suffered by your child but your child's name will not be given by myself.

When requested to disclose any confidential information to any other party, I will always take reasonable steps to authenticate the identity of the person asking for the information before making such a disclosure.

You will also find out confidential information about my family and myself 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.