

CONFIDENTIALITY

Confidentiality

I expect parents to keep private and confidential any sensitive information they may accidentally learn about my family, setting or the other children and families attending, unless it is a child protection issue.

Ofsted may require to see my records at any time.

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

I record all accidents in an accident book. I will notify PACEY of all accidents which may result in an insurance claim, e.g. an accident involving a doctor or hospital visit.

PACEY will log and acknowledge receipt of the correspondence and forward the information to the company providing my public liability policy to enable a claim number to be allocated.

I will inform Ofsted, the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible.

I am using the Professional Association for Childcare and Early Years (PACEY) public liability insurance, the total life of the policy is 21 years and 4 months to enable the child to make a claim against the policy at a later date.

I record all significant incidents in an incident book and I will share these with parents so that together we can work to resolve any issues.

If I keep records relating to individual children on my computer I will ask for the parent's permission. I will store the information securely, for example, in password-protected files, to prevent viewing of the information by others with access to the computer.

Date policy was written	September 2013
This policy is due for review on the following date	March 2014

This policy supports the following requirements and standards:

England

Meeting Early Years Foundation Stage Safeguarding and Welfare Requirements

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Information and records

Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them