**Confidentiality Policy**

All information on children, families and anyone working with us (if applicable) 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 the setting is run.

We comply with the Data Protection Act and the Early Years Foundation Stage. All written records will be kept securely locked away.

We maintain a record of parent(s)’ 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.

Parents need 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 or any bereavement.

All information shared will be kept confidential and will not be disclosed without the parent(s)’ consent, except as required by law, for example, there appears to be a child protection issue. Please see Child Protection Policy.

Ofsted may require to see our records at any time.

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

All accidents and injuries are recorded.

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