

## Swiss Valley Childminding Confidentiality Policy (including Data Protection)

*Last reviewed: 23.08.23*

*Signed: Aimee Eynon, Christine Eynon & Jessica Colwill*

*Policies & Procedures will be reviewed yearly and amended accordingly*

All information relating to children in our care, or to their families, or to anyone employed by us will be kept in strict confidence.

I will keep all written records securely locked, though we will make records that relate to any individuals available to them on request. Information will only be shared if the parents, guardians or carers give permission, or unless we are required to do so by law, i.e. if there appears to be a child protection issue – please refer to our *Child Protection Policy*. We will also make our records available for any CIW inspection. I also comply with the Data Protection Act and with the National Minimum Standards for Childminders.

All parents will have online access to all of our policies. Parents need to complete a Child Record Form when signing a contract. The information parents are required to give us includes:

- The name of the child
- Their home address
- Their date of birth
- Their sex
- Name, address & telephone number of parents
- Name, address & telephone number of the child's GP
- Details of any special dietary, health needs or allergies

Other information I keep in on record include:

A daily register, which records the names and hours of attendance of all the children in my care.

Daily slips for each child where I will record the day's activities, any progress, any significant events, and also any observations. For children under 2 this will

include details of feed times, nappy changes and nap times. If a slip is not given, all information will be sent via Whatsapp message, which is encrypted.

Accidents, serious illnesses and significant events that might affect the welfare of any child in my care.

All medication given to children, (i.e. our Record of Medication Given Form) that includes the dosage, date, time, circumstances, and the person who gave it (including any child themselves)

Consent to Give Medication Forms

All workplace policies

All consent and check forms

My Needs & Preferences Forms

My Complaints Forms

My Visitors Forms

My Quality Questionnaires and Feedback Forms

My Quality of Care Reports

Correspondence from CIW and other relevant bodies

My most recent CIW report which will be made available to all parents on request.

Records on individual children are kept for three years after the date they last attended, as stipulated in the National Minimum Standards, except for the Accident/Incident Book which must be kept for 21 years and 4 months.

All records kept are in line with the terms of our public liability insurance.

As CIW-registered childminders we are obliged to inform the CIW of any of the following:

Changes in staff or people living at our home

Changes of name or home-address of staff or people living at our home

Any significant changes to the premises or change of address

Any significant changes to the type of care or to the hours care is provided

Any infectious diseases, serious injury or death

Allegations of harm or abuse alleged to have happened in our care

Any other significant event likely to affect the suitability of the registered persons, or likely to affect the welfare of children in our care

Changes to Statement of Purpose

Changes to behaviour policy

Finally, please remember that confidentiality works both ways: I would appreciate it if parents could treat anything their child tells them about any of the other children in my care as confidential.