



Anne Riggs Childcare

anneriggschildminding.co.uk

Looking after generations of
Plymouth's children since 1989

Confidentiality Policy

All records and information on children, their families or anyone working with me is kept securely and treated in confidence and will not be disclosed without consent of the appropriate person, except as required by law, for example, if there appears to be a child protection issue. See my Safeguarding Children policy.

Parents have the right to inspect all records about their child at any time. Ofsted may also require to my see records at any time. All parents have access to a copy of my policies and procedures, which detail how I run my setting.

I am aware of my responsibilities under the General Data Protection Regulation (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000. I am registered with the ICO, renewing this annually.

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

I expect parents to inform me 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.

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

All accidents are recorded in an accident log.

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

Other records I hold include: Daily register, Child information record, Incidents of necessary restraint, Medications administered, First aid administered, Daily diary, Learning Journey.

These detail information relevant to keeping your children safe, and their individual care and development.

When a child leaves my setting their personal data (excepting that which I am legally obliged to keep until they are 21) will be deleted. An exception to this is where a parent gives permission for me to keep specific data such as a telephone number or email address and any photos etc a parent sends to me when we have an update after they have left.