



Policy - Confidentiality

Title: Confidentiality

Category: In the Setting

Description:

Information about the child EYFS statutory framework states;

3.72. Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.

To be compliance with GDPR and the statutory framework all information gathered regarding your child or your family including photographs and video footage will be treated as confidential. It is essential that I am informed on any changes that may occur to the information I hold on your child to ensure I hold accurate information.

Parents will have access to their own child's records but not to others. All documentation relating to your child is stored securely online using the

Quality Childcare system, which is not accessible to any other party and is in compliance with GDPR.

I Severine Felix am also registered with the Information Commissioners Office as a data handler.

Information about the child EYFS statutory framework states;

2.11. Early years providers must report EYFS Profile results to local authorities, upon request,

3.68. Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers,

To be compliance I will not share information unless I have permission to share, this can be given under permissions to share information with professionals. However if it occurs to be within the best interest of the child information will be shared to the relevant professional.

I have been very proud of the progress a child makes whilst in my care. You will have access via the Quality Childcare system to pass on to your child's next setting information on your child's Learning & Development, it is your decision whether to pass it on or not. Once information has been passed over to the other agency or professional, the protection of the data is no longer my responsibility and I am no longer accountable for what happens to it.

Information about the child EYFS statutory framework states;

3.71. Records relating to individual children must be retained for a reasonable period of time after they have left the provision

Once a child has reached their last day in my care, their information will be archived on the Quality Childcare system for 6 months.

We may send you a departed form to sign agreeing that you will no longer be receiving any Government funding once your child has left my care.

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.

This is the basis of a professional and trustful relationship to enable your child to thrive in my care.