

CONFIDENTIALITY POLICY

WRITTEN BY RACHAEL DUNPHY | DATE: 16/09/2023

In order to ensure that I am compliant with the GDPR as well as the EYFS, it is essential that I inform parents/carers of how I am going to do this. The EYFS is clear about the data that I must collect in order to ensure that the safeguarding and welfare requirements are met as well.

When your child begins care at the setting, it is essential that I obtain the necessary data pertaining to your child's personal circumstances and developmental milestones, as this will allow me to provide your child with the best possible care and education whilst attending the setting. Parent and child confidentiality is respected at Windy Nook Childminding. I ask that parents and children respect my family's confidentiality also.

I am obliged by law to ensure that I collect specific information in line with the EYFS, where it states:

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

I am also legally obliged to make information available on the following under the EYFS:

- How the EYFS is being delivered in my setting
- How parents/carers can access the information on their child

Further to this, and under the obligations that childminders have with the EYFS, I must collect and process specific information.

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 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/carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents/carers comments into children's records.

3.69 Records must be easily accessible and available (with prior agreement from Ofsted /childminder agency...) 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. Providers must be aware of their responsibilities under the General Data Protection Regulation (GDPR) and where relevant, Freedom of Information Act 2000.

Further Early Years and Foundation Stage (EYFS) and the Childcare Register Requirements: *Talking to parents: Providers must ensure that there is an area where staff may talk to parents and/or carers confidentially.* In my home, confidential discussions will take place in the hallway with both doors closed.

Parents can speak to me confidentially (without children or other parents listening in) on request. I will also take phone calls or email messages from parents on weekday evenings (by prior arrangement). I am happy to organise meetings at my premises on request.

Privacy: Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

All information relating to children and families is stored securely and treated confidentially, unless I have permission to share it or there is a child protection (or safeguarding) issue.

Paperwork storage: I store childminding information on the computer, mobile phone (parents' numbers) and digital camera (photos of children) and I take digital photos of children to help me evidence what the children have been learning during my care. Paper copies are held securely in a locked cupboard, in a secure log cabin.

I take confidentiality very seriously - both my family's confidentiality and that of the children and families who use my provision. I am aware that parents might need to share confidential information with me about their child or their family situation and I will not use this information for any reason other than to consider how I might best support the child.

Procedures: I aim to promote confidentiality by:

- sharing my Confidentiality Policy with parents and reminding parents about the importance of not sharing personal or family information online;
- being registered with the Information Commissioners Office as a data handler;
- making parents aware that their details will only be passed to other agencies with their written permission, or shared confidentially with other agencies if there is a safeguarding issue;
- advising parents that in some situations, I am required to work with other settings or agencies such as schools;
- advising parents that, at times, it is impossible for me to maintain absolute confidentiality. For example, if a child has an infectious disease, I have a duty to inform other parents and sometimes I may only look after 2 children at a time;
- advising parents of any relevant organisations that have requested a disclosure of personal information and records, unless expressly requested not to do so by the said agency in writing; or if I have been asked for information in connection with court proceedings.
- working in accordance with the GDPR and Freedom of Information Act 2000.
- ensuring that any information gained from parents/carers is kept completely confidential. This includes written and verbal data exchanges. Both parents' data and children's data will be kept confidential and will only be shared with parental consent. I have devised various forms for parents to fill in so that they are fully aware of whom I may share data with. Again, their consent will be gained in advance. The only exception where I may be unable to share specific data with parents is in the case of a child protection breach. In this case, I am legally obliged to share information (with the relevant authorities) to ensure that the welfare and safety of the child is attended to.
- having discussions about sensitive information in private. In the event that I would need to share sensitive data with parents and carers, such meetings will be taken in private (in order to protect the privacy of everyone involved). I will never share sensitive data with anyone unless I feel a child is at risk of harm or abuse.
- making parents aware that I may have to share data with other agencies for inspection purposes. As part of my role as a registered childminder, I am obliged to comply with the EYFS and share certain information with Ofsted/childminder agencies. I will be inspected, and Ofsted will ask me to demonstrate how I am meeting the requirements of the EYFS. This will mean that they will look at any data I have collected on children at the setting.
- only giving access to a child's data to parents/carers (those with parental responsibility). Under no circumstances will data be released to anyone than those with parental responsibilities.
- making parents aware that when a child leaves the setting, I will keep a certain amount of data on them. Parents can request that I destroy that data in accordance with the right of erasure. However, there is some data that I am legally obliged to keep for a stipulated amount of time. Data (that is not

required to be kept by law) can be returned to parents/carers on request. If not requested, this will be destroyed in line with the GDPR unless written consent is gained to retain the data.

- making parents aware that all development and learning data will be shared with all parents/carers in order to ensure we are best meeting the individual needs of the child. I will ensure that there is a two-way flow of information and I will do this with regular WhatsApp updates/meetings in order to discuss the child's progress and development.
- storing all photographs and data that I hold on the child on a password-protected computer. I will always seek parental permission if I wish to use photographs for marketing purposes and this includes the use of photographic data on my website or social media platform page. Parents have the explicit right not to consent and to withdraw consent at any time.
- keeping all the child's personal data in a securely locked cupboard. I am the only one who will access to this. Information will be made available to parents on request.
- keeping any photographic information or data that is saved on any mobile devices including iPad, tablet, and phone are password encrypted or fingerprint password protected. This also includes photographs/data that are stored in The Cloud. Currently, however, I do not use The Cloud for any of my data processing or retention.

Parent/carer and child data will be kept safe, as will any sensitive information that is provided to me regarding the child or the parents' own lives. In return, I ask that information that parents collect on me, my family and my own childminding setting (particularly sensitive information) is kept confidential. This ensures the embodiment of trust between childminder and parents/carers.

If you would like to discuss this in further detail, please do not hesitate in contacting me. I am happy to discuss any concerns that you may have.

This policy will be reviewed every 6 months to keep in line with the requirements of GDPR.

If you have any questions about my policy/procedures or would like to make any comments, please ask.

SIGNED

DATED
