

## Grace- Childminder

Mrs Grazyna Karlowska-Grenda  
& Mr Piotr Grenda  
22 Wolves Lane  
N13 6DR London

Name of Child: \_\_\_\_\_ D.O.B. \_\_\_\_\_

# Confidentiality Policy

- All information on children, families and anyone working with me 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
- Childminders do not normally have to register with the Information Commissioner under the Data Protection Act 1998. However I do need to comply with the Data Protection Act and the national standards for childminding. All written records will be kept securely locked away.
- I 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) 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 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 my Child Protection Policy.

Childminder Signature and Date

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Parent/Carer Signature and Date

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