



Get up and Go! (Gateshead) CIC

Ofsted Registration Number : EY486869

Registered Company Number : 9312319

Confidentiality Policy

Date of policy	17/10/14
Written by	Gina Backhouse
Date updated	13/02/18
Date of review	13/02/19

Introduction

- As an Ofsted registered provider, we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy to define how we will safely store and use information and photographs of the children in our care. This policy meets the EYFS specific requirements 'Providers must record the following information for each child in their care.'
- Full name
- Date of birth
- The name and address of every parent and carer (of that child) who is known to the provider (and any person who has parental responsibility for the child)
- Which parent(s) or carer(s) the child normally lives with
- Emergency contact details of the parents and/or carers

Providers must keep the following information and documentation:

- Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision
- A daily record of the names of the children looked after on the premises, their hours of attendance and the names of the persons who looked after them.
- Registered providers must display their certificate of registration and show it to parents on request.
- A record of the risk assessment which clearly states when it was carried out, by whom, date of review and any action taken following a review or incident.'

Policy

All information on children, families and anyone working with for Get up and Go! 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 paper records will be kept confidential and records are kept secure in a locked file. The details are easily accessible if any information is required for inspection by OFSTED.

Procedure

Our OFSTED certificate of registration is displayed in the annex and available to all parents. All parents have access to all our policies and procedures, which detail how we run the setting. Updated policies are emailed to all parents so they are kept up to date. We are aware of our responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000. We maintain up to

date records of parents 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) we will, normally with the parent's permission, give appropriate information to referring agencies. We expect parents to inform us of any changes in the child's home circumstances, care arrangements, who will drop off and collect the child or any other change, which may affect the child's care.

We will keep all information confidential and not disclose this without parents' consent, except as required by law, for example, if there may be a child protection issue. (Please refer to our Safeguarding Children policy for more details on this). We expect staff and parents to keep private and confidential any sensitive information they may accidentally learn about other families attending the setting, unless it is a child protection issue.

Ofsted may require to see our records at any time. Parents have the right to inspect all records about their child at any time. We record all accidents in an accident book.

We will inform Ofsted, and the local child protection agency and the Health and Safety Executive of any significant injuries, accidents or deaths as soon as possible. We record all significant incidents in an incident book and we will share these with parents so that together we can work to resolve any issues.

If we keep records relating to individual children on our computer, we will ask for the parent's permission. We will store the information securely for example, in password-protected files, to prevent viewing of the information by others with access to the computer. Backup files will be stored on a memory stick, which will be locked away when not being used.

We record information on a personal computer and take digital photographs or videos as part of our observations and evidence, we have taken the necessary action to register with the Information Commissioners Office (ICO), our notification reference number is **ZA099605** and our notification is valid until **9th February 2019**

Conclusion

We will do everything we can to protect the confidentiality of the children whilst in our care. We will review this policy annually and update our notification with the Information Commissioners Office.

Signed _____ (Director and registered person)

Date _____

Signed _____ (Director and registered person)

Date _____