

## **Confidentiality Policy**

From time to time it may be beneficial to discuss your child with a third party, eg another childcare setting, Class Teacher or Health Visitor in order to fully meet your child's needs. Information about children and their families will never be shared without permission of the family, except in the interest of protecting children – for instance in the case of suspected abuse. In this case correct procedures will be followed and the information passed only to the appropriate personnel or agencies as set out in such procedures.

It will be necessary to make written observations regarding the children in my care. I need to do this to meet the requirements of the Early Years Foundation Stage and for childcare training courses. Observations are beneficial in planning activities and also in dealing with any behavioural concerns. Parental permission is always obtained before commencing such observations, which are kept in the child's own individual file. Where observations are viewed by 3<sup>rd</sup> parties, eg in coursework, they do not identify the child or their family. Photographs are not used in observations used in coursework and parents will receive either a printed or digital copy of every photograph taken of their child.

All information held about children will be kept in their own individual file. Parents/Guardians are welcome to view information pertaining to their child during the childcare period or by appointment.

Advice and support will be sought from other professionals in the best interests of children and families and information may be shared with them, subject to the principle of confidentiality. I may seek advice and support to help to resolve queries or problems and this should be seen as a form of strength or professionalism. Respect will be shown for the role of parents and other professionals. Any information shared will be on a need to know basis.