

Writing a Confidentiality Policy

It is important that parents know what type of information might be held about their child, how you will store it and who will have access to it.

You will need to explain how information held about a child and their family will never be shared without permission of the parent (except in a case of protecting the child).

Explain that, for example, you may need to share relevant details with a specialist because of a health or behaviour problem etc. or in the case of suspected abuse. Explain that this is still subject to the principle of confidentiality.

Explain that if a case of suspected abuse does arise, then the correct procedures will be followed and further details only passed to the appropriate people as set out in your child protection procedure relevant to your local Safeguarding Children Board.

Explain that information held about a child is stored securely - explain where and how secure it is, perhaps you have a safe or a filing cabinet. Is the information kept under lock and key. Perhaps it is in a part of the house where others do not have easy access.

It would also be a good idea to help parents understand that they are free to come and look at the details held about their own children and family at anytime.

Hope this helps!

Happy Childminding!

Pauline