



In the Setting

Confidentiality Policy

Any information regarding your child or your family, given to me either verbally or in writing, will be treated as confidential.

I will not discuss your child with others unless I have permission from you, for example to take your baby to be weighed by the Health Visitor. I will however divulge confidential information to Social Services and to Ofsted if I have any concerns that your child is being abused. Please see my Child Protection Policy.

You will also find out confidential information about my family and myself during the course of our working relationship and I would be grateful if you too would respect my family's confidentiality and not repeat what you may have been told to other parties.

This is the basis of a professional and trustful relationship to enable your child to thrive in my care.

EMAILS POLICY PERMISSION

THE CHILDMINDER KEEPS COPIES OF EMAILS SENT TO PARENTS/LEGAL GUARDIANS AND REPLIES IN INDIVIDUAL FOLDERS ON THE CHILDMINDERS COMPUTERT AND EMAILS ON THE CHILDMINDERS MOBILE PHONE. THESE ARE RETAINED IN CASE A PARENT/CARER REFERS TO THEM AT A LATER DATE. THEY ARE NOT SHARED WITH ANYONE ELSE AND ARE CONFIDENTIAL.BY ACCEPTING THIS YOU HAVE CONFIRMED THAT YOU ARE HAPPY FORTHIS TO TAKE PLACE.

PARENT/CARER SIGNATURE:

DATE: