

Confidentiality Policy

At Grafton Childcare we understand the need to ensure the privacy and maintain the confidence of the child/ren and their family. But we also need to balance the fact that records are a necessary part of childcare therefore we will;

Ensure parents/carers understand the requirements for information and records which we hold on their child and family. Reassure parents/carers that any personal information given will be treated as confidential.

But also advise parents/carers of any relevant organisations that could have access to appropriate information and records which might with parental consent be shared with the child's Health Visitor, the Devon Early Years Development and Childcare Partnership (EYDCP) SENCO or other health, educational or childcare professionals in order to meet the needs of the child as per our policy on Working in Partnership with Parents.

Make parents/carers aware of our Safeguarding Policy.

Ensure that all personal information on children and families is kept in a secure filing cabinet, whilst being easily accessible should the need arise.

Ensure that all personal information on children and families is securely stored on personal computers, laptops and external storage devices via the means of anti virus software, firewalls and password protected.

Ask that parents/carers recognise the right of Grafton Childcare, it's employees and member of their families to privacy and confidentiality also and not to disclose any information about us without our prior consent.

We reserve the right to terminate your childcare contract for breaches of our confidentiality policy.