The Lindens
Steiner Waldorf Early Years

CONFIDENTIALITY NOTICE

RELATED DOCUMENTS
Admissions Policy
Child Protection and Safeguarding Policy and Procedure
GDPR Policy
SEND Policy and Procedure
Complaints Policy and Procedure
COVID-19 Policy and Procedure
Illness Policy and Procedure
Medicines Policy and Procedure
Privacy Statement
Visitors Policy and Procedure
Whistle blowing Policy and Procedure
Working with Parents Policy and Procedure

All information on children, families and anyone working with us is kept securely and treated in confidence.
For children, we hold up to date records of parents/carers' and emergency contact details, the contact details of the child's GP and appropriate signed permission forms. We also record details of children's development and progress and keep these in the child's file.
For staff, we hold up to date details of individuals and of emergency contacts, records of qualifications and training attended, references and appraisals.
All paper records are kept in locked cabinets at The Lindens.

We expect parents/carers to inform us of any changes in the child's home circumstances, care arrangements, such as who will drop off and collect the child or any other change which may affect the child's behaviour such as a new baby, parents' separation, divorce, new partner, bereavement, or any crisis.

We keep all information confidential and do not disclose it without parents/carers' consent, except as required by law.

Ofsted may require us to see our records at any time.

Parents/carers have the right to inspect all records about their child at any time.

Accidents and incidents are recorded in the accident and incident books and the parents/carers are informed on the same day or as soon as possible after the event. We record all significant incidents in an incident form and will share these with parents/carers so that together we can work to resolve any issues.

When children move onto a new setting we forward all necessary records, keeping copies as described in the GDPR policy.

Date: 09/20 Signed: O Antal
Date: 09/21 Signed: O Antal
Date: 10/22 Signed: O Antal

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Date: 10/23 Signed: 
Date: 11/24 Signed: O Antal
Date: 10/25 Signed: O Antal
Reviewed: 10/26 Signed: O Antal