**CONFIDENTIALITY POLICY**

Any information given to any My Childcare and Me member of staff, either verbally or in writing, regarding your child or your family, will be treated as confidential.

We will however divulge confidential information to Social Services and to Ofsted if there appears to be a protection issue.

Parents will have access to their own child’s records at any time but not to the files of other children. All documentation relating to your child is stored in a file, which is not accessible to any other party.

If you have any concerns regarding this policy please do not hesitate to contact the Management Team.