

Tiddly Winkers Day Nursery

Parents Access to Records Policy

Principles: The Nursery is committed to keeping children's records confidential with the understanding that parents may request to see their child's file.

Statement of Intent: To ensure that all records are stored confidentiality and any request to view a child's file is dealt with quickly and professionally.

Procedure:

- At registration a child's personal information will be collected and kept in a locked filing cabinet in the manager's office.
- A parent/guardian of a child can at any time make a request to view the information that the nursery holds on their child.
- The Manager will remove the child's information from the file to ensure that the information of the other children is kept confidential.
- Once the parent/guardian has viewed their child's file, the parent/guardian will sign and date that they have accessed the information and the Manager will return it to the file where all the children's information is kept and locked away,.

Policy agreed and adopted by:-

Manager _____

Proprietor _____

Date _____