

D.P.S

Out of School Club

**Parents Access
to Records
Policy**

PARENTS ACCESS TO RECORDS POLICY

PRINCIPLE

Records are retained for the purpose of maintaining the facility and enabling the delivery of care and services that meet individual needs of children and their families.

POLICY STATEMENT OF INTENT

Parents have access to any information held about their child upon request.

PROCEDURES

- Parents/carers will have ready access to files and records of their own children – but not of any other child.
- Staff will not discuss individual children with people other than the parents/carers of that child.
- Safe storage and destruction of information including children's records will be followed as outlined in the Data Protection Policy and Management of Records Policy.
- Parents/carers must complete a request of access to data form (see appendix 1) to have access to the data held about their child.
- All records pertaining to children must be available for inspection by the Trust's Early Years Team.

Links with other policies:

Data Protection Policy
Management of Records Policy

Monitoring

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by DPS Out Of School Club Management Team

Signed:.....
(on behalf of the setting)

Position:

Date:

Reviewed on:

Date: Oct 2020

Signed:.....

Date:.....

Signed:.....

Date:.....

Signed:.....

APPENDIX 1

Request for Access to Data

Child/Young Person

I, _____ wish to have access to Personal Data that DPS Out of School Club has about my child or the child in my care.

Name of child:

Date of birth:

In the following categories (please tick as appropriate):

- ☐ Health and medical matters
- ☐ Religious information
- ☐ Personal details including name, address, date of birth, etc
- ☐ Other information (please specify)

Signed: _____

Date: _____

Name in capitals: _____

Address: _____

Postcode: _____