

Policy 3 Personal Information

Access to Information

- Parents have the right to see records containing information about themselves or their children.
- All our records contain information that is required by social services and is kept confidential.
- Any parent/carer wishing to see their child's records should contact the supervisor.
- Other information available on request to look at during opening hours is as follows:
 - Activity Programme,
 - Fire Drill Records,
 - Policies and Procedures.

Providing Information to Parents

Information can be passed from staff to parents in many forms:

- Through notes, letters or newsletters;
- In an information sheet;
- By notices on the notice board;
- More formally during meetings and consultations;
- Informally when the parent collects their child.

Written Information

Enables parents or carers to;

- Have accurate information about YABC understand the reasons why YABC operates as it does;
- Become more involved and share responsibility for the care and the quality of play experience for their child.

YABC will always endeavour to give all parents/carers the same information.

