

E. Access to personal records Procedure

Parents/carers with parental responsibility have unlimited access to any records held on their child and family. Requests made by anyone other than the child's parents/carers to see a child's records must be made following the procedure below:

- Any request to see the child's records must be made in writing to the Manager.
- The Manager informs the Chair of the management committee and sends a written acknowledgement.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on file.
- 'Third parties' include all family members who may be referred to in the records.
- It also includes workers from any other agency, including social services, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
- The Manager and Chair of the management committee prepare the records for viewing.
- When all the consents/refusals to disclose have been received, these are attached to the copy of the request letter.
- A photocopy of the complete records is taken.
- The Manager and Chair of the management committee go through the records and remove any information which a third party has refused consent to disclose. This is best done with a thick black marker, to score through every reference to the third party and information they have added to the record.
- What remains is the information recorded by Welford Pre-school, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents/carers who are then invited in to discuss the contents. This should never be given straight over, but should be gone through by the Manager, so that it can be explained.
- Legal advice may be sought before sharing records, especially where the parent/carer has possible grounds for litigation against Welford Pre-school or another (third party) agency.
- Welford Pre-school commits to providing access within 14 days, although this may be extended.

With the proviso that the care and safety of the child is paramount, we do all in our power to support and work with the child's family. Please see also our policy on child protection.

Date reviewed	13/05/2021
This policy was adopted at a meeting of Welford Pre-school held on	20/05/2021
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	Chair