

#### **4.6 Access to Information Policy St Gregory's Childcare Trust**

##### **Aims**

It is the policy of the St. Gregory's Child Care Trust that parents should have access to information held by the trust about their children. Their information will be stored securely and returned to them when their child leaves the trust.

**Actions:** In order to achieve this:

##### **The Trustees will:**

- Ensure that this policy is understood and practised by all connected with the Trust.
- Annually review and, if necessary, revise the policy.

##### **The management committee will:**

- Ensure that parents and carers are informed that they can view the policies and procedures file, which governs the way in which the Clubs operate, this file is located outside the reception.
- Ensure that parents also understand that they may see the records about their child, but if they require discussions with their key persons this would require withdrawing a member of staff from their usual duties, arrangements should be made in advance to ensure staff availability.

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