**Castlemilk Day Nursery**

**Access to personal Records – a position statement**

**Rationale:**

All users of the service may access their personal records in line with GCC policy/Data Protection Act.

Staff and children’s records are kept in a lockable filing cabinet in the Head Of Centre office.

The amount of information shared with staff about children, various on a need to know basis.

* General details about children are accessed by all staff, for example contact details for parents.
* All staff are kept informed about children with allergies and/or possible medical complications.
* Records about children with Additional Needs and/or children at risk are confidential but some information is shared on a need to know basis.
* Issues related to supporting children’s learning and development are shared with all staff.

General records are also kept on the computer within GCC school management system. Computer records are secure and are accessible only by password in Admin system.

Staff, children and parents may have access to the appropriate record on request. In some instances this may have to be **written request.**

It would be hoped that parental access to children’s assessment profiles would be instant but the request must take account of the timing/circumstances surrounding the request including whether staff have other duties with the children at the time.

Children will have easy access to their learning journals and have their say in what is kept inside.

Photographic records take account of parental wishes/permissions.

**Staff requests to see their personal file:**

Depending on circumstances, staff may have to wait until the beginning/end of day to see their record, if being off the floor affects the adult: child ratio.

Due consideration would be given to urgent requests.

Staff should keep their file up to date with copies of recent disclosures, qualifications,

PDP, SSSC requirements etc.

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| This policy was rewritten in: | August 2018 |
| Date for review: | August 2020 |