

Fun 4U Club

23 Parents Assess to Records Polices & Procedures

Principles

Fun 4U Club promote a very open and transparent policy, we believe that the Parents/Carers have right to assess the records that we hold, with reference to their individual child/ren, at any time.

Statement of Intent

Fun 4U Club Believes that

- Parents/Carers are welcome in Fun 4U Club at any time, to consult with staff.
- Parents/Carers have the right to assess their child's records on request.
- Parents/Carers have the right to change their mind about consent issues in relation to photographs being used in press releases.

Procedures

- Information which is held on your child can be accessed at any time. This can be requested throughout your child's time at Fun 4U Club.
- Any information which we hold is strictly confidential (refer to Data protection policy on how this information is handled).
- As we are a private care Facility you can request at any time throughout the year to meet with the Facility Leader to discuss your child's progress within the setting. The time and venue will be decided between the Facility Leader and parent/carer to arrange this when it suits both parties.