

## Cranford Parental access to child's records Policy

Parent/carers have full access to their child's records and can be viewed at any time.

If parents are separated it will be the main carer with full custody who will give the nursery written permission to allow the other parent access to records.

Children's records are completely confidential and only the parent will see them.

Records will not be given to any other authority without written permission unless it is a Safeguarding matter.