

UHI | PERTH

Parental Access to Information Policy

UHI Perth Nursery

Version Control History

Version Number	Date of Change	Summary of Revisions Made
0		
1.0	February 2022	New policy
1.1	February 2024	Updated to UHI Perth branding

Parental Access to Information Policy

1 Purpose

- 1.1 UHI Perth Nursery adheres to the Freedom of Information (Scotland) Act, and the Data Protection Act and encourages transparency, accountability, and openness. This policy details the key principles which underpin the approach UHI Perth Nursery takes to making information available to parents and exists alongside the UHI Perth Nursery Confidentiality Policy

2 Scope

- 2.1 The policy is relevant to all children and their parents/carers including those who intend or wish to attend UHI Perth Nursery, as well as those already attending. It relates to the work of all UHI Perth Nursery staff members.

3 Definitions

- 3.1 None.

4 Key Principles

- 4.1 The Nursery is committed to working collaboratively with parents/carers in the best interests of children. As part of this commitment, a wide range of information is made available to parents, and the Nursery Manager operates an open-door policy to welcome requests from parents for information and provide the opportunity to discuss any issues.
- 4.2 The Nursery also respects the rights of parents/carers to access information held by the Nursery regarding their child/children.
- 4.3 As such, parents/carers will be provided with access to:
 - 4.3.1 The UHI Perth Nursery Annual Standards and Quality Report, and Improvement Plan (in the Parents' Information Folder).
 - 4.3.2 UHI Perth Nursery's policies and procedures (in the Parents' Information Folder).
 - 4.3.3 Children's progress documents (within the child's room).
 - 4.3.4 Curricular planning information (within the child's room), and further general curricular information (available on request).

Title: Parental Access to Information Policy

Version/Status: V1.1/Final

Approved by/Date: February 2022

Issue Date: February 2024

Owner: Depute Principal

Lead Author: Head of Student Experience

Lead Editor: Nursery Manager

EQIA Approval Date: 03 January 2022

4.3.5 The information held about their child/children within the individual child folders stored within the Nursery office in a portable secure cabinet.

4.4 Where a parent/carer requests access to information which is not instantly accessible or available, the Nursery Manager or Depute Nursery Coordinator will endeavour to provide the information as quickly as possible and certainly within 3 working days.

5 Responsibilities

5.1 The Nursery Manager has overall responsibility for ensuring that this policy is implemented.

5.2 All staff are responsible for ensuring that they follow the Key Principles of the policy within their professional practice.

5.3 The Nursery Manager is responsible for monitoring the effectiveness of the policy.

5.4 The Nursery Manager is responsible for the reviewing and updating of the policy.

5.5 Quality approval check of the policy is the responsibility of the Head of Human Resources and Organisational Development, who will arrange for the policy to be published.

6 Linked Policies/Related Document

UHI Perth Data Protection Policy
UHI Perth Data Protection Guidelines
UHI Perth Nursery Confidentiality Policy

7 Relevant Legislation

Data Protection Act 2018
Freedom of Information (Scotland) Act 2002
Human Rights Act 1998
General Data Protection Regulation (GDPR) 2018