

# **Beechwood Childcare Limited**

## **Client Confidentiality (Access to Information) Policy**

1. All records relating to children registered with Beechwood are strictly confidential.
2. All information supplied by parents and/or carers, whether formally or informally is strictly confidential, as is information from any other source e.g. Social Services, Department of Health, Department for Education, etc.
3. Staff should be aware of the presence of other people (including children) when discussing matters of a confidential nature and act accordingly.
4. Any records relating to a particular child, including daily diaries and development charts, are freely available for parents to examine. Parents are encouraged to review these regularly and comments are invited.
5. The only possible exception to the above is where there is some concern relating to child protection issues as stated in the Child Protection Policy.