



## **Rising Stars Access to Information Policy**

We believe that an open access policy is the best way of encouraging participation.

Parents and carers are invited to read Rising Stars policies and procedures. Policies are kept in the policy folder easily accessible in the office. All policies are uploaded to a parent login section on the nurseries website. The Manager is available to speak to you in regards to any of the policies we have or any issues or concerns parents/carers may have.

Tapestry accounts are set up and available for parents and children to look through. Parents are also welcomed to see the individual records kept on their child during the year but will have a regular opportunity to read and discuss their child's records/progress and development at our regular parents evening. A keyworker will be working closely with their parents/carers and children providing parents/carers with regular feedback and support.

All information relating to children attending the setting is stored on the computer and on paper files, both information formats have restricted access and all information contained on the files is kept in the strictest confidence.