



## Early Help Procedure Policy

Access to personal records with regards to outside agencies via Early Help, parents may request access to any records held on their child and family following the procedure below:

- Any request to see the child's personal file by a parent or person with parental responsibility must be made in writing to the setting manager.
- The manager informs the chairperson of the management committee and sends a written acknowledgement.
- The setting commits to providing access within 14 days – although this may be extended.
- The Manager, the chairperson and the Designated Safeguarding Officer prepare the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. A copy of these letters are retained on the files
- Third parties include all family members who may be referred to in the records.
- It also includes workers from any other agency, including social services, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
- When all the consents/refusals to disclose have been received these are attached to the copy of request letter.
- A photocopy of the complete file is taken.
- The Manager, the Chairperson of the Elders and the Designated Safeguarding Officer will go through the file and remove any information which the third party has refused consent to disclose. This is best done with a thick black marker, to score through every reference to the third party and information they have added to the file.
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the "clean copy"
- The 'clean copy' is photocopied for the parents who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the Manager, so that it can be explained.
- Any disclosure of information will be discussed with support members of the Early Help team before disclosure.
- Legal advice may be sought before sharing a file, especially where the parents have possible grounds for litigation against the United Reformed Pre-School or another (third party) agency.

All the undertakings above are subject to the paramount commitment of the United Reformed Church Pre-School, which is to the safety and well-being of the child. Please see also policy on child protection.

***EYFS key themes and commitments***

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive Practice 1.3 Keeping safe 1.4 Health and Well-being	2.2 Parents and Partners. 2.3 Supporting Learning	3.2 Supporting every child 3.4 The wider context	

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