Castor and Ailsworth Pre-School

Registered charity no. 1023316

# Confidential and Secure Transportation of Records Policy

This policy is to ensure the secure transportation of information needed by the administrator for producing invoices and claiming 2 and 3 year old Government funding from a home address.

* Only records detailing information that is required to carry out the invoicing and claiming of funding will be stored at the home address.
* Only records of the previous and current year will be held at the home address. All archived records will be returned and stored at the Preschool address.
* All records will be stored at the home address of the current administrator.
* All records will be returned to the Preschool Leader if there is a long term absence or the administrator leaves the role. If it is not possible for the administrator to return the records it will be the Preschool Leaders and Chairpersons responsibility to retrieve them.
* Records will be stored in a locked/or combination coded storage case and can only be accessed by the administrator.
* Any records transported to and from the Preschool and the home address will be stored in a locked/or combination coded brief case.
* No records will contain photograph identification of the child.
* It is the responsibility of the administrator to ensure the safe keeping of the records and notification to the Chairperson and Preschool Leader of any issues occur as soon as reasonably possible.

Signed:

Print name:

Date: