

SECTION Springwood Off site Handling and Storage of Information

It is sometimes necessary for information regarding the children at Pre-School and Nursery to be taken off site. This information may include documents that include the child's name, photos or personal details including Learning Journeys, typical Behaviours sheets, reports from other Professionals, EY founding forms etc.

All staff are required to sign a declaration that any information removed from the Springwood premises must be kept securely and confidentially at all times (a copy is attached). The declaration states that:

- Information should be kept securely in their home and not left for other people to be able to access.
- Information should be transported securely and not left in any vehicle.
- If Learning Journeys/Typical Behaviours sheets etc are taken off site, they must be on Pre-School premises when the child is in attendance (whether or not the staff member is due to be in the session).
- Learning Journeys should not be left at home when staff members are working (regardless of whether the child is in the session).
- Any children that are known to have Safeguarding issues or parents have asked that their photo not be in any other child's learning journey (e.g. due to home circumstances) will not have anything with their name or photo removed from the premises without prior discussion with the Manager or Owner. Keyworkers will be informed by the Manager which children this relates to.
 - * There are occasions when the member of staff or Lead Safeguarding Officers may need to attend a meeting off site and records must be taken with them. If there is no opportunity to return the records to Pre-School the same day, these documents must be kept securely by the staff member until returned to Pre-School and Nursery.
- Anything relating to any child at (or previously at) Springwood may be stored electronically and this must be stored either on a Springwood laptop or Tapestry.
- Anything relating to any child or staff that previously attended Springwood may be stored off the premises in secure location.
- Pre-School and Nurseries cameras/memory cards/tablets should not be removed from the Springwood premises unless for events attended by children and staff. Photos are uploaded to the Springwood laptop for printing. Parents agree that photos can be stored on the laptop/tablet and not shared with third parties.
- On leaving Pre-School employment all information and equipment relating to the Pre-School will be returned prior to leaving date (i.e. memory stick, handbooks, policies etc).