**CAPEL PRE-SCHOOL** Reg Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD 01892 833363

email: admin@capelpreschoolfiveoakgreen.com website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

**Transportation and Storage of Confidential Material Policy**

Capel Pre-School is held in Capel Village Hall which is a multi-use community hall with limited secure storage space.

Therefore from time to time children’s paperwork needs to be kept and worked on away from the setting.

The following rules must be adherred to at all times and all staff are required to sign a copy of this Policy to show that they have read and understand the contents of this policy.

* No files should include a child’s full name
* All files must be transported in a bag that can be locked with a Code Padlock. The code for each bag must be known to all members of staff so that information can be found as necessary even if that member of staff is absent for any reason
* You must take the locked bag straight home when you leave the setting and transported out of sight in your car boot
* Locked bags must never be left unattended in a car
* Locked bags must never be left unattended in a public place
* Once at a member of staff’s home the bag must be kept in a safe place
* For members of staff that work from home files containing confidential material must be kept securely in a locked cabinet
* When you leave our employment all files relating to Capel Pre-School must be returned to the Supervisor.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy adopted Spring 2022

Date to be reviewed: Will be reviewed bi-annually or earlier if necessary

Signed on behalf of management committee

Alison Smith

Name of signatory ALISON SMITH

Role of signatory (e.g. chair) Administator

This policy will be reviewed in Spring 2024