

Removal of Records from the Setting

On occasion, pre school staff need to be able to complete their key children's reports, assessments and progress tracking records at home. As a part-time, pack away setting it is often difficult to find the time in which to complete these records during children's session time. When we are not in session time, we are required to vacate the building as it has multiple users.

- The children's records would be taken home after the session, in a suitable container, by an authorised member of staff for completion, then returned at the next setting opening time.
- No records will be permanently stored off the premises.
- Records are only taken off the premises for the purpose of updating. Parental permission will be sought prior to removal.
- Only with permission will the records be removed from the setting and only by the key person or manager. All other records are securely stored on the premises at all times.
- All staff will be reminded of the Data Protection Act and our Confidentiality policy.
- The records are stored in an appropriate container at all times, when not in use. Only the member of staff/key person would have access to these records at anytime while off the premises.
- The records will be returned to the setting at the next opening time, therefore the records will always be available for an inspector on inspection.
- Staff are aware that all documents/information relating to children are confidential and will not share with anyone who does not have a right or professional need to see them.
- Any breach of confidentiality, miss-storage, failure to return records to the setting or failure to allow Manager/Deputy access to the records to enable return to the setting will result in disciplinary action.
- All staff will read and sign a risk assessment prior to removing any records from the setting. On signing this assessment the member of staff agrees to be responsible for the children's records, protecting their identity and returning the records to the setting at the next opening time.
- It will be the responsibility of the staff member to make sure the identity of the child is kept private.
- It will be the responsibility of the staff member to ensure that the records are returned to the setting at the next opening time. If that person is sick and is unable to get to the setting they will contact another member of Bierton Pre School staff, the manager or the deputy manager, who will collect the records from them and return to the setting.
- If a staff member gives notice to terminate employment they will not be allowed to remove records from the setting at any time for any reason.

Copy of the Risk Assessment and parents copy of the Privacy Notice - Data Protection Act 1988 is attached.

Permission from parents is kept with children's registration details.

This policy was adopted by the Bierton Pre School Committee

Date:.....

Signed:.....

Name:.....

Role of signatory:.....

Signed, all staff: