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General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must take necessary steps to safeguard and promote the welfare of children

Data Management Policy

Policy Statement

The EYFS framework states that early years providers must maintain records for the safe and efficient management of the setting.

As a provider we are aware of our responsibilities as a Data Controller under the Data Protection Act 1998 and the Freedom of Information Act 2000. We have notified the Information Commissioner's Office of the type of information we hold and are included on the public register of Data Controllers.

The Vorda Pre-School Confidentiality Policy also refers.

Aim

We aim to ensure that information we hold on staff, children and their families is processed fairly and stored appropriately and securely.

Procedures

The Pre-school holds information on the approximately 60 children attending the setting in order to support their development, to monitor their progress, to provide appropriate pastoral care, and to assess how well the Setting as a whole is doing. We record the following information for each child in our care:

- Full name
- Date of birth
- The name and address of every parent or carer who is known to the provider
- Which of these parents the child normally lives with
- Emergency contact details of the parents and carers
- Ethnic group

- Special Educational Needs
- Relevant medical information.

This information is collected on the Registration Form completed when a new child joins the setting.

Attendance information is recorded on daily registers.

Information needed for billing for sessions is held for each term.

Other information, such as lists of children doing an activity or going on an outing, is kept as necessary. We are careful to ensure that individual children are not identifiable in these documents.

Photographs are taken of children doing activities in order to record their progress and to be included in their Learning Journeys.

The setting also holds data about its staff in order to be able to contact staff and process payroll. There are eight members of staff and we record the following information for each of them:

- Name
- Address
- Contact numbers
- National Insurance number
- Payroll information
- Level of qualification

Attendance and sickness are recorded on daily registers.

Contact details are held for the 12 members of the Pre-School Management Committee.

We take care to ensure that all information is accurate and kept up-to-date.

Information in the setting can be stored on computer, in hard copy or both.

All current information in hard copy is filed in locked, non-portable cupboards or filing cabinets which are located inside the Pre-school office. The office is locked when not occupied. Non-current information that needs to be retained is stored in archive boxes in the school office.

The Pre-school maintains two desktop PCs in the office and one laptop. The PCs are both connected to the internet using standard domestic broadband. The laptop is also networked.

Any information that would identify children, parents/carers or staff is stored under a password-protected user name so it can only be accessed by the Manager or the Administrator. Other staff members do have access to the PCs, but under a different user name.

The laptop is used for photo printing, photos are stored on a portable appliance. Children's reports are held on the laptop for a short time only.

The information on the office PCs is backed up regularly to a secure, password-protected online storage provider. Each staff member is allocated a memory stick to back up their own records.

The below table summarises the records that the pre-school maintains, in what format, and how long we are required to keep it:

Item	Hard Copy	Soft Copy	Retention
Child Registration Forms	Yes	None	3 years
Child Attendance Records	Yes	None	7 years
Billing Information	None	Yes	Current information only
Child Learning Journeys	Yes	No	Current information only
Child Photographs	Yes	Yes	Current information only
Staff Contact Information	Yes	Yes	Current information only
Staff Timesheets	Yes	No	7 years
Staff Attendance Records	Yes	No	7 years
Staff Sickness Records	Yes	No	7 years
Staff Payroll	Yes	Yes	7 years
Committee Contact Information	Yes	Yes	Current information only

When required, we may pass some of this information to the Local Authority, the Department for Children, School and Families, the Qualifications and Curriculum Authority and Ofsted. Additionally, Staff information may be shared with the Inland Revenue.

We do not give information about children, parents/carers or staff to anyone else.

We understand that parents/carers should be aware of what information is held about them and their children and of their right to access this information. Upon entering the setting, every child and their parent/carer receives an induction from the Manager. At this induction, parents are given the *Fair Processing Notice* and the *Privacy Notice for Children in Early Years Settings* to read.

These notices set out the details of the Data Protection Act 1998 as it relates to early years settings. They state why information is held and how parents/carers can see the information held about them and their children. They also give details of the other organisations (in addition to Vorda Pre-School) that may hold information on children and their parents/carers.

If security is breached and data is lost or shared with non-authorised people we will immediately inform the people affected, this could be staff, committee members, parents/carers and/or their children. We will do everything possible to recover the information and minimise any further loss. Subsequently we will review our data storage and management policies and procedures.

Legal Framework

Data protection Act 1998
Freedom of Information Act 2000

Signature

This policy was adopted at a meeting of Vorda Pre-School

Held on _____

Date to be reviewed _____

Signed on behalf of the
Management Committee

Name of Signatory _____

Role of Signatory _____