



## Code of Conduct for Taking Children's Records Off Premises

1. Staff may take home one folder, three times per year, containing only written observations and children's artwork and reward stars, for that term only, for the purpose of report writing. First names and initial of surname are the only personal data included and only first names are used on report writing at home. Additional information will be added in the setting
2. These files must be transported home in a case with a lock and staff must take them straight home and not leave them in cars. Records must be signed in and out of the setting so that we are aware of who has taken what records home and when they have been returned. Staff must ensure that necessary children's records are always on site when the child is in Pre-School
3. If a member of staff is absent due to sickness and has records at home the Pre-School Supervisor or Deputy will personally collect the files and return them to the setting if necessary. If a member of staff were to give notice of their resignation, Ditton Church Pre School reserve the right to collect all records and paperwork immediately
4. Reports must be written on computers which are both password protected and encrypted and must be transferred to the setting via an encrypted memory stick and printed out on site. They must then be deleted from computers. No images of children will ever be taken home. Staff must understand that records may only be taken home for report writing and returned to the setting as soon as possible and must be securely stored at home and not viewed by anyone other than themselves. Staff will only take home information about their own key children and only for the purpose of report writing
5. As a Church Pre-School, we occasionally show images of children during a church service that children are taking part in, but only with prior written consent from parents and again they must be transported by staff via an encrypted memory stick
6. There are occasions when it is necessary to take more detailed records off site, such as Senco LIFT meetings and Safeguarding meetings. These records must also be transported in a locked case and taken directly to and from those meetings and only shared with other suitable professionals
7. Any confidential information that must be sent via email will only be sent between domain name, secure email addresses. Records that need to be posted, such as referrals, will always be posted as recorded delivery



Please note that as stated on 3.68 – 3.70 of the EYFS framework:-

- records must be easily accessible and available for inspection by Ofsted
- confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them
- be aware of your responsibilities under the Data Protection Act 1998 and Freedom of Information Act 2000
- records relating to individual children must be retained for a reasonable period of time after they have left the provision

**This policy was adopted by the:**

Ditton Church Pre-School Management Committee

**Date:**

November 2022

**Signed on behalf of the Management Committee:**

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**Role of signatory:**

Chair of Management Committee

**Next review date:**

November 2023