



07 Record keeping procedures

07.07 Off-site handling of a child's "Big book of me" learning journal policy & procedure

(to be read alongside 07.08 Offsite handling & removal of personal/sensitive data from the premises, home working and personal device usage procedure, 07.11 Personal Device and 06.09 E-safety)

Policy statement

A child's key person will be working on their child's "Big book of me" learning journal throughout their time at Little Doves and often a child's key person will work on their key child's "Big book of me" at their home. This helps the key person assess and develop their key child's 'Next Steps' to add to their development. The learning journal contains observations and photographs of the child in the setting and activities the child has completed. This information is therefore classed as 'sensitive' and is treated as such. The handling of all data is in compliance with General Data Protection Regulation 2018. Permission is gained from the parent/carer before any part of a child's learning journal, including photographs, is taken off-site

The following procedures outline the precautions the key person takes to ensure safe handling and storage of personal/sensitive data. These procedures build on the General Data Protection Regulation 2018 and Essex County Council 'Information Policy Requirements for Contractors 2023' A copy of this is available in the Operational Plan.

Procedures

- Parent/s carers permission is sought on the Little Doves 09.01b Registration, Sessions Requested and Permission Form to allow their child's key person to take their child's "Big book of me" learning journal (including photographs) off-site to be worked on at the key person's home. A list of children showing where parental permission has been given is stored in the Child's Details folders.
- If the parental permission has not been given, the learning journal will not be taken off-site.
- All parts of the leaning journal are anonymised, as much as is workable, by using the first name of the child and only the first initial of their surname along with their date of birth.
- Each individual journal is kept in an A3 sized zipped plastic wallet to keep all the information secure and is locked away when not in use.
- The data is the responsibility of the key person.
- If the learning journal is left in a vehicle it should only be done so for a short period of time and must be kept out of site (i.e. secured in the boot).
- The key person ensures that the "Big book of me" learning journal and any other documentation relating to the child is kept secure at all times and should be stored in a locked cabinet or safe place. Each key person assesses where the 'safe place' is in their home, completes a 07.07a Safe place child's learning journal form and informs the manager/deputy manager. (07.07a Safe place child's learning journal and 07.07b Offsite handling of children's learning journal staff list).

- Parents/carers can view their child’s learning journal with 48 hours notice. The manager/deputy can ask a key person to bring in their child’s learning journal the next day. When the “Big book of me” learning journal is taken to the premises, it is transported in the zipped A3 plastic wallet to ensure all the data is kept secure.
- The key person seeks to prevent inadvertent disclosure of any information by avoiding being overlooked when working and not leaving the learning journal or any other information in view when not being worked on.
- The key person ensures care is taken not to accidentally mix any of their key child’s documentation with other paperwork at their home.
- If the key person has a child’s learning journal at home and is unable to return it to the pre-school because they are unwell for more than a few days, then arrangements will be made by the manager to collect the learning journal.
- A key person is required to give at least one month’s notice if they are going to leave the pre-school. The pre-school has a ‘Leaving Checklist’ within the Exit interview questionnaire which the key person signs to say they have returned all documents belonging to any of their key children.
- If any photographs are not required for the “Big book of me” learning journal, the key person will destroy them by shredding them.

Legal references

- General Data Protection Regulation 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Statutory Framework for the Early Years Foundation Stage (DfE 2023)
- Data Protection Act 2018

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers. (HMG 2018)

I have read and understood this policy and agree to follow its procedures when working on my key children’s learning journal at my home.

Staff member _____ date _____