



07 Record keeping procedures

07.07 Off-site Handling of a Child's Learning Journal Policy & Procedure

Policy statement

A child's key person will be working on their child's Learning Journal throughout their time at Little Doves. Sometimes extra time is needed outside a pre-school session and a child's key person will work on their key child's Learning Journal 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 v5 2022' 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 Learning journal/document (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 will be stored in the Children's Folders/Documents Log Out/In Folder and in the Child's Details folders.
- When a key person removes any part of their child's Learning Journal from the pre-school to work on at home, the key person 'signs out' the document in the Children's Folders/Documents Log Out/In Folder which is stored in the cupboard with the children's folders.
- Before 'signing out' a journal, the key person will check the Children's Folders/Documents Log Out/In Folder to make sure parental permission has been given. If the parental permission has not been given, the journal will not be taken off-site.
- All parts of the Learning 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.
- The key person only takes off-site the minimal amount of paperwork that is necessary.
- Once the Learning Journal/document has been 'signed out' it is the responsibility of the key person.
- If the Learning Journal/document 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 Learning Journal/document 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 and informs the manager/deputy manager.

- The key person seeks to prevent inadvertent disclosure of any information by avoiding being overlooked when working and not leaving the Learning Journal/document 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.
- The key person will return the Learning Journal/document to the pre-school on their next working day, signing the folder 'in' in the Children's Folders/Documents Log Out/In Folder. This is monitored regularly.
- 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. Also as previously mentioned the documents are signed in and out in the Children's Folders/Documents Log Out/In Folder and this is monitored regularly.
- If any photographs are not required for the 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 2021)
- 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 removing one of my key children's Learning Journal to work on at my home.

Staff Member _____ Date _____