

DATA PROTECTION and CHILDREN'S OBSERVATIONS POLICY

This policy covers the data protection principles and an individual's rights as set down in the Data Protection Act 2018.

The Principles and considerations outlined within the GDPR include:-

- Ensuring that the Pre School has lawful reason for collecting personal data and how this must be done in a fair and transparent way
- Data must only be used for the reason it is initially obtained
- Data must not be collected any more than necessary and cannot be kept any longer than needed
- Data has to be accurate and mechanisms in place to keep it up to date
- Personal data must be protected
- Consent must be given for processing data (people must actively opt-in)
- There is an expectation that staff will be appropriately trained on Data Protection

Data which may be held includes the following:

- List of names, addresses and home telephone numbers and emergency contact numbers of children attending and staff/ volunteers/ students whether on spreadsheet, paper or card indexes
- Paper or computer based employee files containing employment records, bank account details and national insurance numbers
- Training records of staff
- Performance records of staff
- Information contained on e-mail which may mention the individual's name
- Laptop computers holding personal data
- Children's assessment / observation records
- Information provided to, or received from, external sources
- Photographs
- Incident/accident reports
- Information in relation to Access NI Disclosure Service – information relevant to new staff member application and Access NI check will be kept within a confidential staff file and storage complies with the provision in the Data Protection Act 2018

This list is not exhaustive and will be subject to change

SHARING OF INFORMATION

Information and sharing is essential to meet the needs of the children and families who attend. Data may therefore be shared with, and may be obtained from:

- Staff members /students /volunteers
- Schools
- Local settings e.g., other nurseries, child-minders, Preschools
- External agencies such as Belfast Health and Social Care Trust, South Eastern Education Board Special Educational Needs Team, ASD Advisory Unit etc.

SECURITY OF INFORMATION

We will ensure that measures are taken to safeguard personal data. Each individual has a personal responsibility to ensure that any information of a personal or sensitive nature to which he/she has access in the course of his/ her work is protected from unauthorised access and disclosure.

In particular, individuals must observe the following rules:

- Electronic storage of such material should be password protected
- Paper copies of personal data must be held in secure cabinets and locked at the end of each day
- Information should be labelled as 'personal'/'confidential'
- Individuals must not disclose personal information except to authorised colleagues
- Particular care must be taken when exchanging information with third parties – data will be exchanged only with consent
- Information must not be used for purposes other than that for which it was intended
- If records are taken off site (e.g. on laptops), appropriate security measures should be taken (e.g. laptops should never be left unattended in vehicles, and they should be stored securely off site)
- All employees/ students/ volunteers must sign a confidentiality agreement
- Where paper based documents are removed from records these must be confidentially shredded – using the primary school facilities.
- Personal data should not be retained for longer than necessary
- Memory sticks, discs etc will be only used by authorised people and will be stored securely when not in use.

1. All children will be allocated a named key person (Leader or Manager)
2. The key persons will be responsible for keeping their key children's' profiles and other record books up to date.
3. The following techniques will be used when observing children –
 - Learning Book – digital observation system
 - Parents set up their own passwords and these are not accessed by the Pre School
 - Brief, day-to-day recordings on 'Post-It' notes or our Observation File – by all staff on all children
 - Participating in 'Focused Activities' – recording children's particular skills and developing knowledge e.g. use of scissors, mixing colours, lifecycles, etc
 - Time Samples – particularly during the child's settling-in period
 - Narrative Observations – if the Leader/Manager feels there is a need for a more detailed observation e.g. if we have a cause for concern
4. Key person will use observation development sheets to record each child's development in the seven areas of learning (Early Learning Goals) gathering information from their observations
5. A record of the child's time spent with us will be built up using samples of 'work', photographs, written evidence and experiences shared from home. This will be given to the child's parents when the child leaves
6. Parent's permission will be sought to carry out observations and to share our findings with other professionals, where necessary.

7. With parent's permission, reports will be passed onto perspective schools.
8. We will liaise with parents on a regular basis to discuss their child's progress and share information about the child's overall development
9. Other meetings may be arranged at the request of the parent or key person
10. Each child's development will be closely monitored to ensure that any concerns relating to Special Educational Needs are dealt with promptly in accordance with the group's Educational Learning Needs Policy. The Pre School will seek consent from parents to refer or pass on any documentation in relation to additional needs – only information that is deemed useful and to the child's benefit would be passed on.

Any concerns will be discussed with the child's parents

The last member of staff to leave at the end of the day must ensure that all files and information is locked in the filing cabinet in the office and the key stored in the place only known to staff members. The office door must also be locked and the key removed from the door.

(Staff members who have a set of keys for all lockable doors; are responsible in keeping these safely).