



Isleham Preschool

3a Malting Lane Isleham Ely Cambs CB7 5RZ

2018 Version – New Policy

Data Protection Policy

Data Protection Act 1996

In line with new legislation GDPR 2018 - on 25th May 2018

The Statutory Framework for the Early Years and Foundation Stage 2017

Policy links: Confidentiality, Employment, Supervisions and Appraisals, Equality of Opportunity, Record Keeping – Learning Journeys, Safeguarding and Health and Safety Policies.

The General Data Protection applies to all of the parties associated with Isleham Under Fives Association and Isleham Pre-School. The policy will outline personal data, how it is used and how it is kept for families, children, staff, Committee members and people who work in partnership with Isleham Pre-School. For further information on Data Protection please visit ico.org.uk which explains the New Data Protection Act fully.

The Data Controller for our Committee is Alexa Pearson – Chairperson – who will ensure that all Committee members understand and comply with legislation – this includes the Toddler representations and use of social media.

The Data Controller for Accounts and Placements is Lindsay Sullivan – Administrator.

The Data Controller for all Isleham Pre-School and the staff team is Jennie O’Sullivan – Manager.

Our Objectives

To ensure that all information is processed fairly and lawfully with the correct protocols of signed permissions and to use information for the purpose of developing practice, applying for funding from the Local Authority, ensuring we are recording achievements for children and staff members. All information that is sensitive or of a personal nature will be kept in locked cupboards, cabinets or metal combination boxes.



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Our Keyholders - Isleham Pre-School

Jennie O'Sullivan – Manager

Lindsay Sullivan – Administrator

Helen Garbett – House Keeper

Personnel with keys and Combination lock codes

Accounts – Lindsay Sullivan – Administrator and Jennie O'Sullivan – Manager

Pre-School – Jennie O'Sullivan

Safeguarding – Jennie O'Sullivan and Andreea Harris

Special Educational Needs – Jennie O'Sullivan and Andreea Harris

Personnel with Door codes

All current staff members (named on our website)– if a member leaves the key codes on the door are changed immediately.

Types of Data in General

Registration and Funding Forms

These are kept in locked cupboards, this information is shared with the Local Authority who in turn provide funding for your child. In order to receive the said funding, Isleham Pre-School have signed on to a Local Agreement with Cambridgeshire County Council who have stipulated that we keep the information for 7 years. This is kept secure and is as evidence to the Local Authority and or the Charity Commission for Auditing Purposes.

Recording

There are many daily rituals and routines that require logging information:-

1.Accident Book*

2.Incident Book*

3.Risk Assessments – daily*



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- 4.Fire Drill book*
- 5.Activity Planners
- 6.Planning sheets
- 7.General Letters to parents
- 8.Newsletters
- 9.Signing in book
- 10.Parent register and Hard copy register in the main room*
- 11.Running records for SENDO or Behavioural Management*
- 11.Domestic sheets e.g. who checked the fridge temperature, cleaned the fridge, removed or cleaned resources etc.
12. Changing or helping children with toileting*
13. Minutes from meetings*
14. Letters from parents*
- 15.Questionnaires and Analysis
- 16.Overview of statistics across the Early Years Foundation Stage for each cohort (no names are included)

All records marked * will remain with the Isleham Pre-School for 6 years. All other items will remain for 3 years. All confidential information is locked away.

Email addresses

1.For private and confidential e-mails please use the jennieosullivan@islehamunderfives.co.uk for general e-mails please use islehampreschool@btconnect.com.

2.Parent mail and general mail– when you leave the setting your e-mail address will be taken off the computer system

All e-mails will display a privacy notice and sensitive files will be encrypted and sent via a secure system.

Sending information via e-mail –The setting will not give the child's full name or date of birth to any third party, whatsoever. If other agencies e.g. Health Visitor, Speech Therapist or Early Years teacher wish to correspond, we will use initials Only.

When a family leaves our setting their email address is deleted off the system.



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Record Keeping/Learning Journey's and Reports

Isleham Pre-School use 'Tapestry', written observations and create separate typed reports, all of this information is shared with the Parents and Carers and with their consent, shown or given to the next setting in order to show a child's progress. The 'Tapestry' system is a secure system (see Policy on Record Keeping) the setting informs parents and carers to download or visit our setting and use a 'memory stick' to retrieve their child's learning journey from Isleham Pre-School. Once all families are in receipt of these files, the Manager – Jennie O'Sullivan, wipes them off the Tapestry system. The agreement with Tapestry is that each family has a unique log in and the information is shared with Isleham Pre-School only. Notwithstanding, the Local Authority, Department for Education (DfE), the Cambridgeshire Multi Agency Safeguarding Hub and Ofsted may access your child's journal and data. All reports are to be kept for 3 years. All Safeguarding information will be handed over to the next care or educational provider.

Tapestry do comply to the law and their terms and conditions take into account the new changes to the Data Protection Act.

Photographs – All photographs taken for record keeping purposes are wiped off the system every half term.

The procedures for staff are straightforward, therefore, under no circumstances do any member of staff take home record keeping and or any information relating to children and families, the information gathered within the Pre-School either on ipads or paper are locked in a filing cabinet overnight.

Data on Ethnicity

This does not have to be disclosed. It is the personal choice of each person or family.

Staff information

This is combination locked. Person with combination: Jennie O'Sullivan – Manager.

Data sharing and Consent

All information cannot be shared without signed consent and consent is fluid, therefore, parents and carers can withdraw consent at any time. If you wish to withdraw from items in your child's registrations e.g. Allotment or emergency medication, applying for Early Support etc. this can and will be done.

The time frame for I.U.F.A. to respond to data access under GDPR IS 1 Month.



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How we use information

The information all parties provide are used for different reasons :

Medical

Characteristics

Attendance

Supervisions and Appraisals

Assessment

Information about Special Educational Needs

Achievement

Why we collect this information

- 1.To support a child's learning and development, to monitor progress and report internally and to Cambridgeshire County Council
2. Improve the provision and progression of staff members
3. Meet the needs and pastoral care of all parties
4. Improve the quality of our provision
- 5.To remain in compliance with data protection
- 6.Fulfil our obligation to the Statutory Framework for the Early Years and Foundation Stage 2017

Information on Staff and Committee Members

All Staff and Committee members can have access to information held on them, if they leave, this information can be sent to them – the staff member cannot be charged for the postage. This information will be kept on file for 3 years.

Data and Barring Information

The Chairperson – Alexa Pearson is responsible for all active Committee members who must go through the Data and Barring System and the required Early Years 2 system. All checks are examined by Ofsted and all deemed 'suitable' are sent certificates. **The Chairperson must keep the Full name of the person, the date of birth and certificate number for the duration of the person being on the Committee and then keep this information for a further 6 months.



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The Manager – Jennie O’Sullivan will ensure that all staff members have gone through the Data and Barring system, all staff members are regularly provided with Supervisions where their information in this area is updated every 8 weeks. **The Manager keeps records of all Data and Barring information as aforementioned. All such records are kept for 6 months after a person has left the employment of Isleham Pre-School.

Supervisions, Appraisals, Back to work and ‘tool box talks’

All members of staff have a right to their records and are provided with individual photocopies of whatever is on record. All records are in a combination locked cabinet which is used exclusively by the Manager – All concerns are shared with the Chairperson

Registration and attendance books – These will be kept for a period of 6 years. They apply to staff members and children. The purposes of these books are to ensure that all of the persons and children within the setting can be accounted for in the case of fire or other such incident.

Breach of Data

In the case of a data breach Isleham Pre-School will report to the Information Commissioner’s Office (ICO) within 72 hours of becoming aware and if the breach poses a high risk of identity theft, the individual/s affected will be notified immediately.

This policy was adopted by the Chairperson of I.U.F.A. Signed 

Print ALEXA PEARSON Dated.....



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Data Protection Agreement

I/We understand that the Data Collected by Isleham Pre-School and or Isleham Under Fives Association is in accordance with their Policy that complies with the Data Protection Act 2018.

I/We fully understand that when we give our consent we can withdraw it at any time.

Signature of person/s

Printed

Dated