

Policy and Procedure for taking profiles home for completion.

Policy statement

It is the responsibility of Harvey Bears Nursery and Pre-school to protect the data of children and families. At times, when staff do not have time to complete this documentation at the village hall, it may be necessary to take the profile off the premises. This is due to the philosophy of Harvey Bears that the priority of the staff is to care for and play with the children.

Procedures

To protect children's data, the following procedure must be strictly adhered to,

- All profile fronts, containing family data must remain at the village hall at all times.
- The profile being removed must not contain the children's first and surnames, or their date of birth.
- No photographs should leave the premises.
- The profile must not be left in a car overnight.
- The profile must be signed out and in and countersigned by a member of the management staff
- No profile must be off the premises for more than an overnight period, whilst the setting is open.
- No profile should be shared with anyone, (other than the child and family).
- While away from the premises the profile remains the responsibility of the member of staff.

Legal framework

GDPR (2018)