



# 7. Documentation, Record Keeping & ICT Policy

**This policy links to the following Legislation & Key Guidance**

- Statutory Framework for the Early Years Foundation Stage 2021
  - Children Act 1989 & 2004
  - Every Child Matters 2004
- Information Sharing Advice for Practitioners July 2018
  - GDPR May 2018
- Working Together to Safeguard Children July 2018
  - Keeping Children Safe in Education Sept 2022
    - Data Protection Act 2018
  - Freedom of Information Act 2000

Unique Child	Positive Relationships	Enabling Environments	Learning & Development
Every child is a unique child who is constantly learning and can be resilient, capable, confident and self-assured.	Children learn to be strong and independent through positive relationships	Children learn and develop well in enabling environments with teaching and support from adults, who respond to their individual interests and needs and help them to build their learning over time. Children benefit from a strong partnership between practitioners and parents and/or carers.	Children develop and learn at different rates. The framework covers the education and care of all children in early years' provision, including children with special educational needs and disabilities.

## 7: Documentation, Record Keeping and ICT

### 7.1 Documentation and records to be kept

#### Policy Statement

As providers of day care facilities, records need to be kept of the children and adults who attend Nursery and the times they are on the premises. These records are factual.

A full and comprehensive list of data that we store, how we use it, who we may share it with, how long we will retain it for and then how we will destroy it can be found on our Data Collection and Retention forms.

Information can also be found in our Privacy Notice.

All collection and handling of data complies with the General Data Protection Regulations May 2018.

Parents have access to records kept of their child – Please see our data subject access request policy and procedures.

In the unlikely event that there is a breach of data then the nursery will follow the set data breach procedure (attached)

#### **Other Documentation:**

##### **Minutes of Meetings**

Minutes are recorded for all staff and committee meetings including the AGM. All minutes are held in paper form in a file in the nursery and circulated to all relevant individuals.

##### **Policies and Procedures**

Policies and Procedures form part of the documentation to be kept. These are updated annually or as required when guidance/legislation changes. The Manager is responsible for ensuring this process occurs and Committee ratifies the changes. All parents are given a link to the latest policies and procedures on our website [www.prhn.co.uk](http://www.prhn.co.uk) within the welcome pack when they start. Hard copies can be accessed in nursery. Staff and committee also read and sign the updated policies annually.

*See also our 10. Confidentiality Policy with regard to 10.2 Information sharing*

## 7.2 Acceptable Use Policy and Information Communication Technology (ICT):

### Policy Statement

All staff should be enabled to use work based online technologies:

- For recording data where appropriate, such as information for learning journeys
- To access age-appropriate resources for children
- For research and information purposes
- For study support and continued professional development

The Nursery computers, printers and tablets are for the use of staff and children and are to be used for work purposes only. All staff members have been issued with encryptable flash pen storage devices to be used for work purposes only.

### Personal Mobile Phones *(this includes internet enabled devices such as smartwatches)*

It is recognised that the enhanced functions of many mobile phones give cause for concern, with the potential for misuse. Such concerns are not exclusive to children, so the needs and vulnerabilities of all should be protected and respected.

- Personal mobile phones must not be used by staff in Nursery (inside or outside) during working hours.
- Personal mobile phones should be switched off or on silent and stored away in the specified box within the kitchen area and not on the person or the staff member.
- If staff need to be contacted during work hours, they should use the main Nursery telephone number.
- In an emergency, personal mobile phones may be used in the privacy of the office area with permission from the Manager/Deputy.
- Nursery has a basic mobile phone (without camera) which can be taken when leaving Nursery areas for use in case of emergency or to enable contact between staff in different areas.
- Members of staff must not use personal equipment to take photographs of children.
- Parents and visitors who attempt to use a mobile phone whilst in nursery will be asked to put it away or take it away from the premises. There is an exception if a visitor's company/organisation operates a policy that requires contact with their office periodically throughout the day. Visitors are advised of a private space where they can use their mobile.

### Taking Photographs for Learning Journeys

1. Only Nursery Tablets must be used to take photos in Nursery areas. (The exception being the official photography sessions for whom parental permissions are obtained).
2. Personal tablets are not permitted and should not be brought into Nursery.
3. Nursery tablets must not be used for personal use and should be kept on site.
4. Photos taken on Tablets must only be uploaded onto the online Learning Journal app Family or onto the Nursery laptop and then deleted from the device.
5. Photos will be deleted from the laptop after 1 year maximum.
6. Photos must not be shared on the public domain including internet social media sites such as Facebook or YouTube, etc., without specific permission from the Manager for a specific purpose, e.g. updating Nursery Facebook page, Nursery Website or for advertising or marketing purposes. Parental permission must always be in place before photos are used in this way, and where parental permission is withheld, that child must not appear in any published photo.

## Nursery events

- Parents and carers are permitted to take photographs and video footage of their own children during Nursery events. For example, sports days and Christmas plays.
- In line with Every Child Matters, Primrose Hill Nursery has a duty to safeguard children therefore **parents should not upload any photographs or video footage of Nursery events onto the internet including social networking websites such as, but not limited to, Facebook.**

Should parents and carers choose to share photographs over the internet, caution and discretion should be used when doing so, particularly if photographs feature children other than their own. Consent should be obtained from parents or carers first.

## Laptop Use

1. The laptops at Nursery are available to all staff for the sole purpose of supporting your work role as a key person and staff member of the Nursery and must not be used for personal or inappropriate purposes.
2. The laptop is equipped with anti-virus software. From time to time this will need to be updated to ensure the most up to date protection is maintained.
3. No other software or hardware should be downloaded/added to the Nursery computers without the prior knowledge and consent of the Manager.
4. If a malfunction should occur with the laptop, please inform the Manager as soon as possible.

## Tablet Use

- Tablets in Nursery are for work purposes only and may be used to access the online Learning Journal app Family.
- The Nursery tablets may also be used with the children for looking up information, playing age-appropriate games, music, etc.
- Children must be supervised when using a tablet.
- Internet safety (both in Nursery and at home) should be promoted with the children at every opportunity.

Children are taught the following stay safe principles in an age-appropriate way:

- only go online with a grown up
  - be kind online **and** keep information about me safely
  - only press buttons on the internet to things I understand
  - tell a grown up if something makes me unhappy on the internet
- Children should be told to close any pop-ups which appear, and to ask an adult if anything appears which they do not recognise or are not sure of.

## Data Storage Devices/Flashpens

- Staff must not share their encryption password or flashpen with anyone else, the exception being when they leave employment and hand their flashpen back to the Manager.
- When carrying out Nursery work at home, all data must be stored on the encrypted flashpen and must not be downloaded or kept on personal computers.

- Flashpens must be kept in a secure place so that they cannot be accessed by others.

### **Internet/Social Media**

- Personal social media pages or messages should not be used by staff and parents to contact each other to discuss Nursery issues. If a parent attempts to contact staff in this way they should be asked to communicate via Nursery: by phone, through our Family app, prhn emails, through our website or Nursery Facebook page or in person.
- Staff are expected to understand how to manage their security settings to ensure that their information is only available to people they choose to share information with.
- Information regarding Nursery (including photos, videos, etc.) must never be discussed on personal social media.
- It is not good practice for staff to accept “friends” requests from Nursery parents, although it is recognised that in the local community staff and those parents may historically already be friends outside Nursery.
- Nursery has a Facebook page and website which may display photos of staff as well as children. If you would prefer that your photo was not uploaded to these sites, please ensure that the Manager has been informed.

### **Electronic Communication**

1. Nursery use an online journal system called Family to keep parents and carers informed of their child’s progress. An account will be created for each child prior to their start date and secure login details will be emailed to the child’s family, using the email address supplied on the Registration Form.

*For details on Family’s Data Processing Agreement and compliance with GDPR, please see the following link: [Family Data Security and Legal Hub | Family](#)*

2. To keep parents and carers informed about their child’s progress and Nursery events a text messaging or email service may also be used. Permission will always be sought first to determine if this method of communication is suitable for each parent and carer.
3. Nursery staff and Committee can be contacted by email using the addresses given on the Nursery website, generally the first name of the member of staff followed by [@prhn.co.uk](#) or the title (Manager/Chairperson/Secretary/Treasurer) followed by [@prhn.co.uk](#)
4. Staff should ensure that work related emails are always sent and received using the [@prhn.co.uk](#) email service and not via their own personal email service.
5. Nursery has a website [www.prhn.co.uk](#) which will be kept updated with news, events and general information.
6. Nursery also has a Facebook page which will also be updated regularly with current events and information. Personal Facebook pages should not be used for work related communication.