

All Saints Nursery School

Procedures for taking Learning Journeys home

The setting has obtained permission from Ofsted for staff to remove records from the premises for the purpose of reviewing and updating children's progress.

The following procedures must be followed

- Staff are fully aware of the confidential nature of children's records and of their responsibilities for data protection.
- Staff designate space to work at home and put files away in a locked briefcase when not in use.
- Staff are aware of the requirement to disclose details of any disqualified adult living in the house.
- Learning Journeys are kept within the setting whenever possible and are always on the premises when the key person is present.
- Children have access to Learning Journeys. Wow moments and photos are added on premises with children whenever possible.
- Files are returned immediately by staff if required by an inspector.
- Records are never left in a car overnight.
- Learning Journeys are the property of the child's parents/carers and are given to them on leaving the setting.

This procedure was adopted at a meeting of

All Saints Nursery

Held on

----- (date)

Date reviewed

12.1.15

Signed on behalf of the management
Committee

----- (date)

Name of Signatory

Role of Signatory (e.g. chair/owner)
