



Data protection and confidentiality policy

The Governing Body of St. Paul's Nursery School endeavours to write and adopt policies that are fully inclusive for all children / staff / parents / carers / governors and members of the wider community.

Policy approved by Headteacher:
14th January 2020

Signature of Headteacher:

Date for renewal: January 2022

St. Paul's Nursery School Aims

We believe that all children should be excited about and enjoy their learning, and should be appropriately challenged in order to make good progress and do the best they can, within a caring and sharing environment

We aim to provide:

- a setting where children are seen as individuals, where their needs are identified and responded to and where they are given the best possible chance to fulfil their talents;
- a safe, happy and secure environment where children can learn to be independent and take responsibility;
- a broad, balanced and exciting curriculum, which offers a wide range of opportunities to develop children's abilities in all areas. We want children when they leave nursery, to be happy, rounded young people who are confident, will always try their best, have questioning minds and have respect for people and the environment around them;
- a positive ethos where everyone is valued and achievements, however small, are celebrated.

Data protection and confidentiality policy

Photographs, ipads, video, memory sticks and children's information

Photos and video are valuable ways of observing and documenting children's progress and achievements. They enable staff to reflect on their work with children and help parents and partners to understand what children have been doing. They also have potential as tools for children to think about and remember what they have learnt.

Personal information about children and families is also essential for effective support and communication within St. Paul's Nursery School.

However, images and information also have the potential for misuse and for putting children at risk. This policy is written to ensure that this risk is managed.

Use of photos & video

When parents register their child with the Nursery School, they are asked to give their permission for images to be taken of their child. Varying levels of permission may be granted and staff must be aware of the permission that has been gained for each individual child.

For example, a parent may give permission for

- **Full permission** = images may be taken and used within the Nursery School and for documentation that leaves the setting (eg, as part of transition records for schools & other settings, our CPD training materials, publicity, advertising, research etc.).
- **Limited permission** = images may be taken, but only for use inside the Nursery School (eg, for their profiles, for planning and documentation displayed in the classrooms), and not to be used in other children's profiles or for documentation that leaves the setting. (This means that transition documentation such as leavers reports must not contain images.)
- **No permission** = no images to be taken.

Use of names with images

Full or limited permission includes permission to use children's first names alongside images in records and documentation. This is to facilitate effective and meaningful documentation.

Children in images used for CPD training materials, publicity, advertising, research etc. outside the setting must not be named (unless additional consent obtained).

Permission forms are kept by the nursery school. Lists of children who have limited photo permission are updated termly by group leaders and teachers. The Headteacher keeps an overall list of the permissions and any variations in levels of permission granted by parents and carers.

Please see attached photo permission form.

Use of Ipads

Ipads are valuable & expensive pieces of equipment and are vital to documentation and record keeping. As such, all staff must take extreme care over them. It is recommended that all ipads contain some form of indelible identification.

When not in use, ipads should be kept in a locked cupboard.

Members of staff must not use their own ipads on site.

Visitors to the school must not take photographs with their own cameras or mobile devices unless prior permission is obtained from a member of staff.

Memory sticks

Memory sticks that contain sensitive, personal or confidential information must not be used off site unless they are password protected.

When on site and not in use, memory sticks must be kept in a secure location.

It is recommended that staff label/ name their memory sticks in some way so that if found within the Nursery School, people are aware of where it should be returned.

Loss of memory sticks should be reported to a member of the School Leadership Team immediately.

Storage of personal details

Children's personal details are confidential and as such should be kept in a locked cupboard when not in use.

Personal Details include;

- full name
- date of birth
- address and phone number
- name, address and phone number of those with parental permission
- medical information
- information relating to child protection issues
- information relating to Special Educational Needs

Any reports or other documents containing personal details should be kept in a locked cupboard when not in use.

The school office and attic should be locked at the end of every day in order to provide maximum security.

All staff should make sure that all personal details are filed and locked in a secure manner when rooms are left empty.

Use of personal details

Personal information may need to be included in reports about the child. For example end of term and leavers reports. It is recommended that staff add this information just before the final printing of the report (for example if staff are writing leavers reports at home, this information should not be on the report at that stage).

Sharing of information

From time to time other agencies (eg, social workers, medical professionals, schools) may contact the nursery school for information about a child. Staff should perform a 'call-back' in order to confirm the identity of the caller (ask their name and number and say you will call them back shortly, check the number of the caller (you can usually do this via Google)). Make a record of the conversation if necessary and pass to the Headteacher. If you are in doubt as to whether or not you should give them the information they are requesting, please ask the Headteacher.

Offsite and Home use

It is understandable that staff may wish to work at home on additional documentation. When this occurs, staff must be vigilant only to take off site ipads and memory sticks containing images of those children who have been given full permission. Images and personal information must only be stored on school equipment. They must not be uploaded to personal laptops or PCs etc, at home. Images must **never** be used on public websites (other than the school website and social media feed), e.g. the internet, facebook, myspace etc. Loss of memory cards or ipads should be reported to a member of the School Leadership Team immediately.

Students, volunteers, visitors, researchers, artists ...

It is the responsibility of the Headteacher and student / volunteer mentors to ensure that any visitors or temporary staff are aware of this policy. When students are required to produce documentation as part of their training, they must follow these guidelines, and only use images in accordance with the permission given to each child.

*Visitors and students **must not** use their own equipment to record or store images unless for specific reasons by arrangement with the Headteacher.*

Computers

Computers are password protected in order to prevent unauthorised access to the information they contain. Where possible, rooms containing equipment or personal information should be locked when empty to ensure security.

Photography at Nursery School Events

Events held by the Nursery School ideally should not be videoed or filmed by parents, carers or visitors. At the start of any event, staff should request that parents, carers and visitors refrain from making videos and if they do they must be for personal use only and not shared on social media. Due to the prevalence and size of mobile phones with the facility to take videos it is impossible to guarantee that this guidance is followed.

Staff must not use their own mobile phones to photograph or video children. Mobile phones should be locked securely in staff lockers or safe storage (except when staff are accompanying children on school trips). If staff need to be contacted in emergency, this

should take place through the reception. Staff should only use their mobile phones during their lunch breaks and in areas that are not occupied by children.

Internet Use

Staff use of Nursery School IT equipment and internet during worktime should be for work purposes only. All IT sources are protected according to LA protocol and safety. I pads and computers are protected to ensure online safety for children.

My Support Plans

When school and parents are updating My Support Plans or Education and Health Care plans, all documentation moves between the two parties on an encrypted memory stick or confidential email account.

Data protection should be taken very seriously and is covered by the Data Protection Act. If in doubt, ask a member of the School Leadership Team.

Please also refer to; Safeguarding Policy, ICO guidelines, EYFS 2012



Consent Form

Name of child _____

<p>Local Trips</p> <p>I give consent for my child to take part in supervised activities in the local area (eg. visits to the garden, local church, local playing field)</p>	
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<p>Suncream and plasters</p> <p>When the weather is sunny I agree to apply suncream to my child before s/he arrives at nursery school. I give consent for nursery school staff to apply a suncream top-up later in the day. I will inform staff if my child has any skin allergies and, if this is the case, I will provide nursery school with a bottle of suitable lotion.</p>	
<p>I give consent for plasters to be administered to my child.</p>	

<p>Emergency Treatment</p> <p>I give consent for staff at St Paul's Nursery School to take the necessary steps to ensure that my child receives the best and most appropriate care, attention and treatment should there be an accident or an emergency in the nursery school or while my child is on an authorised outing. I understand that nursery school will make every effort to inform me of an emergency or accident as soon as possible after the event but that they may have to accompany my child to hospital or call an ambulance in the case of a serious accident. In my absence I give permission for the person in charge to authorise hospital staff to administer essential treatment until my arrival.</p> <p>(If you do not agree with any of the above declaration please ask to discuss this with a member of staff).</p>	
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We use photographs and videos for a number of purposes in the nursery school and would like your permission to take photos/videos in the following circumstances;

<p>Photos and videos for display and assessment in Nursery School.</p>	
<p>Photos and videos for the website, prospectus, facebook or twitter. (No names used)</p>	
<p>Photos and videos for use in training, both on and offsite. Names will not be used.</p>	

Photos and videos for collation of children for CD for parents – only for family use.	
Photos of events by the press.	
Group and individual photos – professional photographer – available for parents / carers to purchase.	
Photos and videos to use in Tapestry observations	

Please tick for all statements which you give permission.

I give permission for photographs to be taken in the nursery school for the purposes above and I undertake to ensure that all photographs / videos taken of my child or of events in the nursery school will not be posted on public web sites.

I understand that the nursery school is unable to ensure that my child is not photographed or videoed by members of the public whilst on school trips or during communal events (eg, concerts for families).

Communication

In some cases the school will want to contact you to tell you about school events, news, and general updates. Please state if you would like to receive these communications.

Text message	Yes	No
Email	Yes	No
Hard Copy	Yes	No

What is your preferred method of communication for newsletters and updates?

Email letter

Name of child

Signature of parent / carer.....

Date.....