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| --- | --- |
| Member of Staff:- | Signed By Staff Member |
| Information will be kept securely in your home and not left for other people to be able to access. |  |
| Information will be transported securely and not left in any vehicle. |  |
| If Learning Journeys/Typical Behaviours sheets etc are taken off site, they must be on Pre-School premises when the child is in attendance (whether or not the staff member is due to be in the session). |  |
| Learning Journeys must not be left at home when you are working (regardless of whether the child is in the session). |  |
| All information relating to the children must be signed in and out of Pre-School on the necessary log and the Manager (or in her absence the deputy) made aware. |  |
| Any children that are known to have Safeguarding issues or parents have asked that their photo not be in any other child’s learning journey (e.g. due to home circumstances) will not have anything with their name or photo removed from the Pre-School \* (without prior discussion with the Manager). Keyworkers will be informed by the Manager which children this relates to. Anything relating to any child at (or previously at) Pre-School stored electronically must be stored either on a Pre-School laptop or on the memory stick provided by Pre-School and not stored on personal computers or electronic equipment. |  |
| Documents relating to the children on the memory stick should be password protected (with the allocated Pre-School password) and children’s initials (not full names) to file the document. Once the document has been transferred to the Pre-School laptop, it should be deleted from the memory stick. |  |
| On leaving Pre-School employment all information and equipment relating to the Pre-School will be returned prior to leaving date (i.e. memory stick, handbooks, policies etc). |  |

**I agree to the above, as a practitioner I am aware of our safeguarding policy and procedures to protect the children in my care. Signed…………………………………………………..**

**Name…………………………………………………………………………………………………………………**

**Date:-…………………………………………………………………………..**

**Managers Name……………………………………………………………………………… Signed………………………………………………………………………………………………**