**Safeguarding– 6**

**Storage of information**

* Staff members will ensure that any information on their key children, is stored in a locked cupboard.
* If Learning journeys are taken home, they will be kept in a secure place and not be shared with anyone in the household.
* Notes that are made about individual children, will be kept in a secure cupboard at nursery.
* Any reports stored on staff member’s PCs should be deleted when the child leave nursery.
* No photographs may be downloaded onto a member of staff’s private PC or mobile phone.
* Reports that are written on a home PC should be password protected.
* Any reports, notes or photographs should be shredded when they are no longer needed.
* Any documents related to safeguarding issues, will be stored separately in a locked box.
* Staff records will be stored separately in a locked box.
* The admissions forms, register, medication log and accident book forms will be kept for a minimum of three years from when the children leave the setting. After that time they will be destroyed.