



Records for Off-site Working

To plan, record and assess and effectively delivering learning and development requires various paper and electronic documents. At times it is necessary and appropriate for staff to take these resources off site. At times school staff may be required to attend meetings off site to discuss pupils and sometimes staff. Records may need to be transported to and from those meetings.

These records may include personal data and particularly sensitive data. Ensuring that data is properly cared for and managed whilst off site is an obligation for the school and the individual who is removing the data.

Procedure

Any records that are removed from site need to be identified. More sensitive information will require specific permission, either on a case-by-case basis or as part of that member of staff's role and responsibilities.

The records may include (but is not limited to):

- Lesson Planning,
- Marking,
- Attendance spreadsheet,
- Cohort tracking document,
- Letters to parents,
- Electronic document containing parent/carer information,
- Safeguarding information,
- Staff contact details,
- Staff appraisals, observation and supervision records,
- SEND records,
- Accounting and invoice information and documents,
- School finance information.

All laptops and tablets within the setting are **encrypted** and are anti-virus protected and are locked away when not in use.

Records and data may only be stored at home i.e. not to be left in a car or car boot or anywhere that they can get lost or misplaced i.e away from family members and visitors and not shared with others under any circumstances and **MUST** be stored away securely when not in use preferably in an office or a lockable bag or case.

Any loss, theft or sharing of that data must be reported at the earliest opportunity to consider if there has been a data breach. Early reporting can enable efficient management of the risks.

Any member of staff that uses the information that is taken home for anything other than the intended purpose will be managed using the disciplinary procedures and reported to Local authority designated officer (LADO) and the information commissions office (ICO)