

52 Data Protection Policy

Here at Sticky Fingers we hold information about the children in order to support their development, to monitor their progress, to provide appropriate care, and to assess how well the setting as a whole is doing. This information includes contact details, attendance information, characteristics such as ethnic group, special educational needs and any relevant medical information. From time to time Early Years Settings are required to pass on some of this data to LAs, the DfES and to agencies that are prescribed by law, such as QCA and Ofsted. In particular, at age five an assessment is made of all children (the Early Years Foundation Stage Profile) and this information is passed to the Local Authority and receiving maintained school.

All personal information that is kept on the premises (including photographs, contact details and medical details are kept securely in a locked filing cabinet.

The only people that have access to these details are members of staff, Ofsted during an inspection or parents or guardians. No other person will have access to the children's file without first gaining the consent of parents or guardians.

The **Local Authority** uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified by them.

The **Qualifications and Curriculum Authority** uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DfES are used to compile statistics on trends and patterns in levels of development. The QCA can use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

Her Majesty's Chief Inspector for Schools and **Ofsted** use information about the progress and performance of children to help inspectors evaluate the work of Early Years Settings, to assist them in their self-evaluation, and as part of Ofsted's assessment of the effectiveness of education initiatives and policy. Inspection reports do not identify individual children.

The **Secretary of State for Education** and the **Department for Education and Skills** use information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DfES will feed back to LAs information about children for a variety of purposes that will include data checking exercises, and use in self-evaluation analyses.