

Use of Online Recording Systems Policy

How We Record Safeguarding Concerns and Non-attendance Data

To ensure we continue to maintain the highest standards of child protection and information security, all safeguarding concerns are recorded using the secure online platform “On The Button”.

Using a digital system allows us to:

- keep records securely,
- organise information more efficiently, and
- ensure that safeguarding actions are monitored effectively.

Only authorised senior staff, including the Designated Safeguarding Lead (DSL) and Deputy DSL, have access to this system. All information is stored safely, complies with data protection legislation, and will only be shared with external agencies where legally required in order to protect a child.

Inline with the EYFS, non-attendance and the reason for this are also recorded on this secure system. This allows us to closely monitor any trends or patterns in a child’s attendance. More information on this can be found in our “Attendance and Non-Attendance Policy”.

Under UK safeguarding legislation (The Children Act 1989, Keeping Children Safe in Education, Working Together to Safeguard Children and the Early Years Foundation Stage Framework), we have a legal duty to record and store safeguarding concerns without the need for parental consent where it is necessary to protect a child’s welfare, including monitoring themes and patterns to any concerns. This is explained in more detail in our *Safeguarding and Child Protection Policy*, which is available to view in the entrance to Preschool or on our website: <https://www.littleexplorers-preschool.co.uk/our-policies>

You will also find on our website our GDPR statement relating to the use of the “On the Button” platform, which explains how data is securely stored, who has access, and your rights regarding information. A paper copy is available on request.

Our commitment to safeguarding your child/ren is our highest priority. Using an online safeguarding platform strengthens our ability to protect children effectively and ensures that we are working in line with current best practice.