



STARLINGS PRESCHOOL

Hudl Policy

Starlings preschool staff policy for removing a Hudl or using a device at home to record on Tapestry their key children's development. Ofsted confirmed on the 7th March 2017 that we may remove the preschool Hudl or use own devices if you adhere to the following procedures.

- The Hudl is password protected and the tapestry app is also password protected
- If using your own device, you must not download the tapestry app on to the device, it must be search in the google bar and then deleted from the recent search bar once used
- You must be fully aware of the policies in place
- Do not use any device in a public place
- If you removed the Starlings Hudl you must follow the transporting advice (risk assessment). We will sign out and sign back in the device. We will take the device straight home and not go via any shops etc. If we are off sick or leave the preschool suddenly the manager or a member of staff will collect the device.
- Photographs are not stored on the Hudl, they are uploaded to Tapestry straight away
- We do not share our passwords with anybody else

Ofsted advised us to be aware of the following:

- All records must be accessible and available for Ofsted
- Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them under the GDPR 2018 legislation and any subsequent legislation on information handling and privacy. We will do this through Starlings Preschool Data Protection policy.
- Be aware of our responsibilities within the framework of the General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998).

This policy was adopted by Starlings Preschool

On 6th September 2021

Date to be reviewed

Signed on behalf of the management committee

Name of signatory Tricia Hunt

Role of signatory Chairperson

