

WORKING FROM HOME POLICY

Policy Statement

In order to plan for, record and assess your child's learning and development according to the EYFS Statutory Framework, we complete various paper and electronic documents. We also use resources containing personal data, such as email, registration documents, contact lists and invoices to complete administrative tasks necessary for the running of the setting. At certain times it may not be practical to complete tasks requiring this information during working hours, we therefore ask for consent to do this in the homes of the staff at Pre-School under the conditions described in the below policy.

Procedures

We undertake rigorous pre-employment and ongoing checks on the suitability of our staff. They are all checked using the disclosure and barring service (DBS) and references are taken to ensure their suitability to work with children. They are also required to ensure we are up to date on any changes in their household which may impact on their suitability to work with children. We also ask them to declare changes in their circumstances which would compromise the suitability of working from home so other arrangements can be made e.g. if stopping in a hotel temporarily. We check this regularly through supervision meetings and safeguarding audits with the setting manager/ deputy manager.

The manager abides by the above, reporting to the pre-school management committee.

The setting manager may take home all of the records for moderation and group assessment purposes for any child attending the setting. In addition, the setting manager, or deputy manager as agreed, may take home/access at home the following in order to complete management tasks:

- Attendance spreadsheet.
- Cohort tracking document.
- Letters to parents.
- Photographs.
- Electronic document containing parent/carers emergency contact details, along with health and permission summary.
- Staff contact details.
- Staff appraisal, observation and supervision records.
- Electronic SEN records.
- Paper SEN documents, excluding registration documents.
- Pre-School Invoices.
- Local authority funding account (Hampshire Funding Portal).
- Pre-School email account.
- Pre-School Facebook account.
- Pre-School mobile phone with contact numbers stored on it.

The Pre-School bookkeeper may access the pre-school bank account, their pre-school email account, local authority funding account and any necessary correspondence such as invoices, bank statements and funding information.

Data is stored, as outlined in our 'Information and Record Keeping' policy and shared in our 'Privacy Notice', electronically on the setting laptop, on paper in a secure location depending on the nature of the data.

Data is accessed via a secure remote server; no data is stored locally.
Child registration documents and records are on paper only and stored in a locked cabinet in the setting. They are not taken home.

Records and data must only be stored at home i.e. not in the boot of a car and in a secure location where they will not get lost or misplaced i.e. away from visitors and not shared with others or left out when not in use, preferably in an office space or in a bag used specifically for storing them.

The pre-school uses an online learning software programme to record observations of the children's learning and development. From time to time it may be necessary for members of the team to access Tapestry from home, in this instance the team abides to adhere to the following:

- They will access Tapestry using a secure PC/Laptop.
- They will not share their log in details with anyone.
- They will sign out of their Tapestry account and will never leave it logged in on their PC/Laptop.
- Team members will never download any photographs from the children's Tapestry accounts and save them to their personal devices.
- Team members must never share any of the information on Tapestry with anyone.

Legal framework

General Data Protection Regulations (GDPR) (2018)

Human Rights Act (1998)

Further guidance

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)

What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)

Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2015)

Signed on behalf of management committee:

11th June 2020 – M S

Review date: