

# Working from home 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 legally required to disclose any person living at their address who has been or who would be disqualified from working with children. If they live with such a person, they will be 'disqualified by association', and therefore unable to work with children. We check this regularly through supervision meetings.
- A practitioner may take home and/ or complete the following paper or electronic based developmental records at home relating to their key children or other children attending the setting only in cases agreed in advance to be necessary with the manager:
  - Learning diaries/ Tapestry.
  - Photographs of children for developmental records.
  - Two year progress checks.
  - Summative assessments.
  - School transition documents.
  - Information from parents.
  - Any other developmental records.
- The setting manager may take home all of the above records for moderation and group assessment purposes for any child attending the setting. In addition, the setting manager, or deputies as agreed, may take home/ access from home the following in order to complete management tasks:
  - Attendance records.
  - Cohort tracking documents.
  - Letters to parents.
  - Photographs.
  - Emails.
  - Start up forms.
  - Staff contact details.
  - Staff supervision, observation and appraisal records
  - Accounts/ invoices
  - SEN information
  - Local authority funding hub.
- Data is stored as outlined with the data protection and confidentiality policy and procedure. Prior to taking documents or devices offsite, staff and management must complete and sign a transition form and again when the confidential information is returned. Whilst onsite, information is stored in a locked cupboard. When taken off site it is stored in a suitably secure location of the staff member's home in a lockable case. All electronic devices are password protected and staff have to log in and out of apps such as tapestry to ensure added protection.
- Records and data must only be stored inside the 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.
- Members of staff are responsible for the safe storage of records and information they take offsite.
- In addition to disclosing anyone living in their address who is unsuitable to work with children, practitioners are required to inform management of any changes to their circumstances which would compromise the suitability of working from home so other arrangements can be made (i.e.: if staying in a hotel temporarily).