



## Working from Home Policy

In order to plan for, record and assess a 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 Little Discoverers 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 directors.
- ✚ A practitioner may take home and/or complete the following paper 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 journeys
  - Summative assessments
  - School transition documents
  - Focus week sheets
  - Any observations completed by parents/ other practitioners on your child
  - Any other developmental records
  - Access to tapestry, liaising with parents
  - Reports
- ✚ 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 deputy 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/ carer 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
  - Nursery Invoices
  - Local authority funding account online/papers
  - Access to Little Discoverers email account
  - Little Discoverers mobile phone with contact numbers stored on it
- ✚ Data is stored, as outlined in our 'Information and Record Keeping' policy and shared in our 'Privacy Notice', electronically on the setting drive, on paper in a secure location depending on the nature of the data i.e. learning journeys may be stored in a suitably secure place at a practitioners home while in use.
- ✚ Child registration documents and records are on paper only and stored in a locked office.
- ✚ Records and data must only be stored at home i.e. not in boot of 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.
- ✚ Members of staff are responsible for storing the records and information they take home as agreed in this policy and the 'Information and Record Keeping' policy and shared in our 'Privacy Notice'.

**Updated: September 2021**