

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.7 Working from Home Policy

In order to plan for, record and assess your child's learning and development according to the EYFS we complete various paper and electronic documents. As a pack-away setting, operating out of a shared space, we are unable to complete all of this work during our opening hours or on the premises we hold our sessions in. We also wish to prioritise spending time extending and supporting the children in their play as this is of greatest benefit to their learning and development. It has therefore been agreed that, with consent, staff can take certain records home to complete when necessary. This time will be paid as agreed in terms of employment. Similarly, it is not possible for all management administration tasks to be completed at our setting, so they may be completed at home, paid as agreed in the setting manager's terms of employment. Our administrator Andrea Bristow, who looks after the Early Years funding applications, invoicing and wages also needs to work from home.

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 persons, they will be 'disqualified by association', and therefore unable to work with children. We check this regularly through supervision meetings and safeguarding audits by the Chair of our committee.
- 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:
 - Access to Tapestry online learning journal to complete observations
 - Summative assessments
 - School transition documents

The setting manager and setting administrator may access 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
- Staff contact details
- Staff appraisal and supervision records
- Electronic SEN records
- Paper SEN documents, excluding registration documents
- Preschool's accounting system – Quick Books
- Local authority funding account (East Devon Funding Portal)

- The Pre-School committee treasurer may access the preschool accounting online account from home (Quick Books), with due regard to online safety measures i.e. ensuring the password is not accessible to others and the computer used has suitable security software.
- Data is stored in a secure location depending on the nature of the data, as outlined in our 'Confidentiality and Client Access to Records' policy, 'children's records' policy and shared in our 'Privacy Notice'. Child registration documents and records are on paper only and stored in a locked cupboard in the Pre-School room.
- 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 'Confidentiality and Client Access to Records' policy, 'children's records' policy and shared in our 'Privacy Notice'.
- In addition to disclosing anyone living at their address who is unsuitable to work with children, practitioners are required to inform the manager of any changes in their circumstances which would compromise the suitability of working from home so other arrangements can be made.
- In addition to disclosing anyone living at their address who is unsuitable to work with children, the manager is responsible for informing the committee chair that there is an issue which will compromise the suitability of working from home, and to inform them of the other arrangements they have made to fulfil this element of their job role.

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)

This policy was adopted by	Whimple Preschool
On	<hr/> 12/9/19
Date to be reviewed	<hr/> 12/3/21
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Joe Pearce
Role of signatory	<hr/> Chairperson