Home Working Policy

Policy statement

To plan, record and assess for your child’s learning and development according to the Early Years Foundation Stage (EYFS) we complete various paper and electronic documents. We wish to prioritise spending time extending and supporting the children in their play as this is the greatest benefit to their learning and development. It has therefore been agreed that staff can take certain records home to complete.

This excludes any personal information such as contact numbers, addresses, family information and photographs.

Procedures

We undertake rigorous pre – employment and ongoing checks on the suitability of our Nursery Practitioners/Assistants. All staff are checked using the disclosure and barring service (DBS), Staff are monitored using the DBS update service, this allows the General Manager (Chelsea Cunningham) and the Deputy Manager (Hannah Parker) to check any changes to Nursery Practitioners/Assistants DBS’ every 6 months. This check is done on top of references taken to ensure their suitability to work with children. We check this regularly through supervision meetings and safeguarding audits and training.

Paperwork staff MAY be permitted to take home:

· Learning journals (excluding personal information)

· Two-year progress check

· School transitions documents

· Termly learning journal sheets

· Observations

· EYFS

· And any other development records

The Management team may take home all the above records for moderation and group assessment purposes for any child attending Baby Bears Day Care Nursery. In addition, the Management team may also take home or access at home the following:

· Attendance spreadsheet

· Cohort tracking document

· Letters to parents

· Electronic document containing parent/carer information.

· Staff contact details

· Staff appraisals, observation, and supervision records

· SEND records

· Accounting and invoice information and documents

· Local authority funding account

All laptops and tablets within the setting are password and are anti-virus protected and are locked away when not in use.

All Nursery Practitioners when working from home will follow our Confidentiality Policy. This mean that no one can access sensitive date and they are not allowed to download any material. If a member of staff has been found with data on their personal electronic devices, Baby Bears Day Care will proceed with our disciplinary procedure.

Records and data may only be stored at home i.e., not to be left in a car or car boot or anywhere that they can get lost or misplaced i.e., away from family members and visitors and not shared with others under any circumstances and MUST be stored away securely when not in use preferably in an office or a lockable bag or case.

Any member of staff that uses the information that is taken home for anything other than the intended purpose will be given the disciplinary procedure and reported to all the below authorities.

* Local Authority Designated Officer (LADO)
* Information Commissions Office (ICO)
* Legal Framework
* General Data Protection Regulations (GDPR) 2018
* Human Rights Act (1998)