

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**13C. WORKING FROM HOME**

To Plan, record, and assess for children’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 access specific paper-based documents from home. This excludes any personal information such as, addresses, family information and photographs.

**Procedures**

We undertake pre-employment and ongoing checks on the suitability of our staff. All staff are checked using the Disclosure and Barring Service (DBS), as well as references are taken to ensure their suitability to work with children. Staff are 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 would be ‘disqualified by association’ and therefore unable to work with children. We check regularly through supervision meetings and safeguarding training.

If a staff member has not received sufficient time to update, there key children record within the setting, they are permitted to take specific paper-based documents home. To ensure we work within the GDPR and Safeguarding Children guidelines, a code is allocated to each child so that no names or personal details are used outside the setting. The Manager of the setting is responsible for keeping a log and tracking paper work leaving the setting for all staff.

Once these paper-based records are complete, inputting them into the relevant electronic systems is only carried out within the setting.

**Paperwork staff MAY be permitted to take home:**

* Two Year Progress Check
* School Transition assessments
* Observations (written only)
* EYFS

The management team may take home all the above records for moderation and group assessment purposes. In addition, the Senior Manager and the management team may also take home the following paper-based documents:

Legal framework

* Staff contact details
* Attendance spreadsheet
* Staff timesheets
* Tracking documents
* Parent questionnaires (evaluation purpose)
* Staff appraisals, observations, training, and supervision records
* SEND records
* Accounting and invoice information and documents (access electronic accounts software)
* Access electronic Local authority funding account
* EYPP projects records
* West Sussex audit tool
* Evaluation Documents
* Policies and Procedures
* Action plan documents

All laptops and ipads within the setting are password protected and are locked away when not in use.

Records and data must only be stored at home for the period required to complete the tasks required, once complete the records should be returned to the setting. Records must be kept away from family members or 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. At no point should any documents be left in a car or anywhere they can get lost or misplaced.

Any member of staff that uses information that is taken home for anything other than the intended purpose, the setting will instigate the disciplinary procedures and report to the Local authority designated Officer (LADO)and inform the Information Commissions office (ICO).

* Children Act 1989 updated 2019 c.10
* Protection of Children Act 1999
* The General Data Protection Regulation Act 2018
* The Children Act ( Every Child Matters ) 2004
* Safeguarding Vulnerable Groups Act 2006

This policy was adopted by the Manager of Caterpillars Pre-school on 02/04/2023

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Name of signatory: Catherine Clark Role of signatory: Manager