

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.



10.17 Working from Home Policy (Covid 19)

Policy statement

In order to plan for, record and assess your key 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 Pre-School 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.

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, devices can be borrowed from pre-school or if using personal devices ensure they are password protected and information is kept confidential in accordance with policies and procedures:

- o Learning journeys
- o Summative assessments
- o School transition documents
- o Focus week sheets
- o Any observations completed by parents/ other practitioners on your child

- o Any other developmental records e.g. targeted learning plans
- o Action Plans
- o Pre-School email account
- o Or any other items as directed in writing by your line manager.

The setting managers 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:

- o Electronic document containing parent/ carer emergency contact details, along with health and permission summary.
- o Staff contact details
- o Staff appraisal, observation and supervision records o Electronic SEN records
- o Paper SEN documents, excluding registration documents
- o Pre-School Invoices
- o Local authority funding account (Oxfordshire Funding Portal)
- o Pre-School email account
- o Pre-School Facebook account
- o Pre-School mobile phone with contact numbers stored on it.
- o Or any other items as directed in writing by your line manager.

Data is stored, as outlined in our 'Information and Record Keeping' policy and shared in our 'Privacy Notice', electronically on the setting laptop, on paper in a secure location depending on the nature of the data.

Child registration documents and records are on paper only and stored in a locked cabinet in the setting. They are not taken home.

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'.

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 at a meeting of



name of setting

Held on

Date to be reviewed

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)
