

Safeguarding Children

Working From Home Policy

Policy Statement

As a company we recognise that on occasions it may be advantageous for some employees to work from home on specific tasks. Staff may work from home with the permission of their manager or the directors. Staff may not work from home if it impacts upon the ratios back in the setting. Staff may not undertake work at home off their own back and claim it as overtime without the permission of their manager.

Procedures

- If staff need to take paperwork home then they must sign the documents in and out of the building with a manager as a witness.
- Any confidential paperwork must be kept securely at home away from household members and not left in cars overnight.
- Any paperwork that is taken out of the setting must not be shared with any household members.
- Any work laptops or tablets that are used at home must be password protected and stored away from household members.
- Work laptops or tablets used at home must be used for work purposes only and not for personal use
- Work laptops or tablets are not to be used by any household members
- Family app to only be accessed outside of the setting - as approved by managers
- If at any point you need to discuss individual children via a telephone conversation, the conversation must take place in a room away from other household members.
- Any member of staff that uses the information that is taken home for anything other than the intended purpose will be given disciplinary procedures and reported to the Local Authority Designated Officer (LADO) and the Information Commissions Office (ICO).

Legal Framework

- Human Rights Act 1998
- General Data Protection Regulations (GDPR) 2018

Persons responsible for implementing this policy:

Erica Dunwell/Heather Bishop/Rosalind Moreno/Cara Bonner – Barton

Erica Dunwell/ Heather Bishop/Jonathan Reed – Sandown

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