



Working From Home Policy

Working from home policy

All keyperson staff are given time each week to update their observations on their key children and look at their next steps for learning and complete any assessments needed in line with this role. It is useful to offer staff flexibility on when this office time is completed in the working week, and to have the opportunity to complete these office hours at home. This was a necessity during the pandemic and we have found it productive. Staff can access the online Learning journal system at home to complete their allocated office time. This excludes any personal information such as contact numbers, addresses, family information.

We undertake rigorous pre – employment and ongoing checks on the suitability of our staff. All staff are checked using the disclosure and barring service (DBS), Staff are monitored Via the DBS update service. References are taken to ensure their suitability to work with children. Staff are 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 a person, they would be ‘disqualified by association’ and therefore unable to work with children. We check this regularly through supervision meetings and an annual declaration by all our staff.

All staff are aware of our settings policies, in particular our Safeguarding policy and all undertake Safeguarding training in line with their role in the setting. They fully understand the importance of confidentiality and the need to comply with our policies.

When working at home

- Staff have individual log in details for our online Learning journal system and should not share these with anyone.
- If they access the online system at home, it should be on a secure device.
- They should work alone and away from any windows that can be overlooked.
- When they have finished their work, they MUST always log out.
- If they access google photos, any photos they download to add onto the learning journal system, must then be deleted from their own devices.

Any member of staff that uses the information that is accessed at home for anything other than the intended purpose will be given the disciplinary procedure and reported to Local authority designated officer (LADO) and the information commissions office (ICO)

Should you have any complaints or grievances concerning this policy please bring the matter to our attention by following the procedures detailed in our Complaints Policy.

This policy was adopted at a meeting of Rolleston Pre-School

Held on

Signed on behalf of the Management Committee

Role of Signatory
