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Sacred Heart Pre-school

Heys Street  
Thornton-Cleveleys  
FY54HL

Tel: 07835711921  
EY 318019

**(24) Working From Home**

**Policy statement**

Due to a limited amount of time available during pre-school hours, and staff wanting to spend as much time with the children as possible during the pre-school day, there may be occasions when staff take the pre-school iPads home to complete posts and observations on Famly.

**Procedures**

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 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 safeguarding audits and training.

Each member of staff has their own work iPad. Their email used to set up accounts on the iPad’s are work emails, not personal – thus minimising the ability to transfer documents. Staff only use the iPads to take photos for children’s learning journeys, and then to upload and complete observations and assessments on the Famly app (see Famly/Online Journal policy).

Paperwork staff **MAY**be permitted to complete at home:

* Learning journals
* Two year progress check
* School transitions documents
* Observations
* 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 Sacred Heart Pre-school. In addition, management may also take home /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 protected, anti-virus protected and are locked away when not in use.

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 Local Authority Designated Officer (LADO).

To ensure the safety of data/information, the following safety procedures have been put in place in line with GDPR regulations.

* All iPads are password protected and used only by the practitioner who owns it. They are returned to pre-school each day.
* Management will perform spot checks on staff iPads both randomly and before they leave the setting to check that the content on them is appropriate.
* Sensitive information cannot be accessed by practitioners, only the learning journeys of the children and the ability to view and post on the news feed.
* Once a photograph/video is posted, it is immediately deleted from the device.

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**Policy adopted/implemented by SACRED HEART PRE-SCHOOL in:**

August 2023

**Date to be reviewed:**

August 2024

**Signed on behalf of management team:**

Chelsea Porter (Deputy) – 24/8/23

**Reviewed by:**

Hannah Curtis (Manager) - Sept 2024