



Staff working from home policy



Policy Statement:

At Mosterton preschool, we are committed to providing high quality early education by observing, planning, assessing and supporting each child's learning and development in accordance with the early years foundation stage (EYFS)

To ensure effective assessment and personalised planning, we document children's progress using paper-based forms. Our priority remains active engagement with children, and documentation is conducted in a way that maximises time spent in purposeful interactions and play.

In line with GDPR (2018) and our safeguarding responsibilities, access to any child-related documentation is strictly controlled. No staff may access or retain any personal or sensitive data, such as addresses, phone numbers, photographs or family background information, unless explicitly authorised by management for specific reasons.

Procedures:

1. Staff suitability and vetting:

We conduct robust pre-employment and continuous suitability checks including:

- Enhanced DBS checks for all staff – ideally prior to employment
- Two reference checks before employment
- Ongoing supervisions, safeguarding audits and training to reaffirm compliance.

All staff must declare if they live with a person who is disqualified from working with children. Under the disqualification by association rule, such individuals are not permitted to work in the nursery. This is reviewed regularly during supervision meetings.

2. Authorised paperwork staff may take home:

With prior approval, staff may be permitted to take the following records home solely for professional use (e.g. planning, assessment, moderation):

- Learning journals
- Two-year progress checks
- School transition documents
- Termly summaries and observation sheets
- EYFS curriculum documents and child development records
- Other approved educational planning tools.

These documents must not contain:

- Home addresses
- Contact numbers
- Family information
- Medical or safeguarding records
- Photographs (Unless anonymised or required for planning with specific parental consent)



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3. Management level access

The management team may also take home or remotely access the following documents when necessary for business operations, moderation or planning:

- Attendance records and spreadsheets
- Cohort trackers and developmental overview documents
- Letters and communications to parents
- Parent/Carer contact details (Secured)
- Staff contact details
- Staff appraisals, supervision and observations
- SEND-related documentation (With parental consent)
- Financial documents (Invoices, funding claims)
- Local authority funding systems and statements

All documents accessed at home or remotely must be securely stored.

4. Data security measures:

All digital devices used to access or store nursery information must:

- Be password protected
- Be encrypted and anti-virus protected
- Be locked or stored securely when not in use

Paper documents:

- Must never be left in cars, public places or visible to unauthorised individuals.
- Must be stored in a locked bag, drawer or case when taken home
- Must not be shared with family members, friends or third parties

Only designated staff may retain these documents, and only for as long as necessary to complete required tasks.

5. Breaches of confidentiality or misuse:

Any staff member who:

- Misuses data
- Fails to store documents securely
- Accesses or shares data without authorisation

Will be subject to:

- Immediate disciplinary action
- Referral to the local authority designated officer (LADO)
- Notification to the information commissioner's office (ICO), if the breach involves personal data.



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Legal Framework:

This policy operates in accordance with the following legislation and guidance:

- General data protection regulation (GDPR) 2018
- Data protection Act 2018
- Human rights act 1998
- The early years foundation stage (EYFS) statutory framework (2024)
- Information Commissioners office (ICO) guidance
- Working together to safeguard children (2023)

Monitoring and review:

This policy will be reviewed annually or earlier if legislation changes. All staff are required to read and sign this policy during induction and following any updates

A record of staff access to documents for home use will be maintained by management.

Date: September 2025

To be reviewed: September 2026