

Working from home

According to the EYFS we complete various paper and electronic documents for your child's learning and development. We wish to prioritise spending time supporting the children in their play, learning and development. It has therefore been agreed that with consent certain staff can access Tapestry. All staff have a clear DBS, and they are monitored through the update service to ensure any changes to their suitability. References are taken upon employment.

Paperwork staff MAY be permitted to take home, or access online is:

- Learning journals
- Two-year progress check
- School transitions documents
- Observations
- Termly development trackers

The management team may take home all the above plus the following:

- Cohort tracking documents
- Letters to parents
- Staff contact details
- Staff appraisals and supervision records
- Accounting and invoice documents
- Local authority funding account

All laptops and phones within the setting are password protected and are locked away when not in use. They must not get lost or misplaced so kept in a safe space away from family members and not shared with others under any circumstances and must be stored in a lockable bag/case. Any staff who use the information that is taken home for anything other than the purpose will be given the disciplinary procedure and reported to the Local Authority Designated Officer (LADO) and the information commissions office (ICO).

Date written: August 2024 by Faye Willoughby

Review: 07.07.25 by Faye Willoughby