

HEADTEACHER: EMMA WOHL

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Staff Home-Working Policy

FRS Kindergarten is committed to implementing working arrangements which support high standards of service delivery and promote work-life balance. Home working will assist the Kindergarten to achieve these objectives.

We aim to provide a good understanding of every child's needs. Each key person will update OPAL assessments and learning journeys on Tapestry as and when required either at Kindergarten or home working in a secure environment.

Methods

1. The policy applies to all DBS checked and cleared keypersons of FRS Kindergarten.
2. Child specific information taken home will be the minimum relevant required to do the task.
3. Secure transportation of confidential information will consist of information kept in an opaque folder and held by the key person only. The key person shall be held personally responsible and liable for the safety of confidential information during transportation to and from FRS Kindergarten.
4. Child specific information must not be kept at home unless the environment is secure, the information is kept out of the reach of others and confidential waste is returned to the Kindergarten to be shredded before disposal.
5. Child specific information will be returned as soon as possible to the Kindergarten files and should always be on site during working hours (morning session only).
6. All information taken out of Kindergarten will be treated with confidentiality and employees will be bound by the Kindergarten's confidentiality policy.
7. Any child specific work done on a personal computer will be deleted from personal computer files immediately after the work has been completed.
8. Child specific information will not be allowed across the internet, unless it is through the secure Tapestry portal or sent by secure email using SendInc.
9. Staff must not save passwords used to gain access to the Tapestry portal on personal computers.
10. The Kindergarten Headteacher will make sure the home-working policy is upheld.

This policy was adopted by FRS Kindergarten *(name of provider)*

On 26th February 2021 *(date)*

Date to be reviewed 25th February 2022 *(date)*

Signed on behalf of the provider



Name of signatory

Emma Wohl

Role of signatory (e.g. chair,
director or owner)

Headteacher