



Harvard Park Policies and Procedures:

Staff working from home

24. Staff working from home

Policy Statement

Harvard Park is dedicated to delivering high-quality early education by observing, planning, assessing, and supporting each child's learning and development in line with the Early Years Foundation Stage (EYFS).

To support effective assessment and personalised planning, we record children's progress using a combination of paper-based and digital systems, including the Eylog app. We prioritise meaningful engagement with children, ensuring that documentation practices do not detract from time spent in purposeful interaction and play.

In accordance with UK GDPR (2018) and our safeguarding responsibilities, access to all child-related records and digital platforms is strictly controlled. With parental or carer consent, authorised staff may access the Eylog app and development records solely for professional purposes and in compliance with data protection requirements. No staff member 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 operational purposes.

Procedures

Staff suitability and vetting

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

- Enhanced DBS checks for all staff
- 6- monthly DBS checks, managed by the managing directors
- 2 reference checks before employment
- Ongoing supervision, safeguarding audits and training

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 setting. This is reviewed regularly during supervision meetings.

Authorised paperwork staff may take home

With prior approval, staff may be permitted to take the following records home Soley for professional use (eg. Planning, assessment, moderation):

- 2-year-old progress checks
- Transition Documents
- Approved Educational planning tools
- Personal observation notebooks to support with planning

These documents must **NOT** contain:

- Home addresses
- Child's personal information such as full name, date of birth. Any child referred to should be first name basis or initials only.
- Contact numbers
- Family information
- Medical or safeguarding records
- Photographs of any kind

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 tracking and development overview documents
- Letters and communications to parents/carers
- Parent/carer contact details (securely)
- Staff contact details (securely)
- Staff appraisals, supervisions and observations
- SEND-related documentation (with parental/carer consent)
- Financial documentation (invoices, funding claims)
- Local authority funding systems and statements.

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

Data Security Measures

All digital devices used to access or store setting 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.

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.

Monitoring and Reviewing

This policy will be revised and renewed annually or earlier if legislation changes. A record of staff access to documents for how use will be maintained by the setting manager.

Legal Framework

General Data Protection Act (GDPR) 2018

Data Protection Act (2018)

Human Rights Act 1998

The Early Years Foundation Stage (EYFS) Statutory Framework 2025

Information Commissioner's Office (ICO) Guidance

Working Together To Safeguard Children 2026

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead