



## Safeguarding Children

### Home Working Policy

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

### **Aim**

We aim to provide a good understanding of every child's needs.

Each Key Person will have access to the Tapestry Online Journal as and when required, either at Nursery or home working in a secure environment.

### **Methods**

1. The policy applies to all DBS checked and cleared key persons of Apples and Honey Nightingale.
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 Apples and Honey Nightingale.
4. Child specific information must not be kept at home unless the environment is secure. As a minimum a secure environment will consist of: a locked filing cabinet, installation of a personal firewall and adequate virus protection on all home working equipment, and the return of confidential waste to the Nursery to be shredded before disposal.
5. Child specific information will be returned as soon as possible to the Nursery's lockable files.
6. All information taken out of Nursery will be treated with confidentiality and employees will be bound by the Nursery'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.
9. The Nursery Head Teacher will make sure the Home Working Policy is upheld.

This policy was adopted at a meeting of

*Apples and Honey Nightingale*

Held on

19<sup>th</sup> November 2018

Date to be reviewed

19th November 2019

Signed on behalf of the Board of Directors

Name of signatory

Role of Signatory