Remote and Home Working Policy

Introduction
Houghton and Wyton Pre-school recognises that flexible working arrangements, including occasional home working, may support staff productivity, well-being, and work-life balance. While the pre-school is a face-to-face childcare setting, certain administrative, planning, or training tasks may be completed remotely under agreement with the Manager.

Aim
To provide a clear framework for remote working arrangements, ensuring professional standards, confidentiality, and accountability are maintained.

Objectives
We will:
- Support home working for eligible tasks and roles where operationally appropriate
- Ensure safeguarding, data protection, and confidentiality standards are upheld
- Clarify roles, expectations, and review processes for staff working remotely

Roles and Responsibilities
- **Manager**: Assesses and approves remote working requests; ensures safeguarding and data handling requirements are met
- **Staff Member**: Ensures all work is carried out professionally, securely, and within agreed parameters
- **Trustees**: May review or support policy decisions or disputes

Eligibility for Home Working
Home working is not an entitlement. It may be considered if the staff member:
- Has a good attendance and conduct record
- Can demonstrate self-motivation and good time management
- Is undertaking duties that do not require face-to-face contact with children (e.g. planning, admin, training)
- Has Manager approval and clear agreement on tasks, timescales, and expectations

Suitable Home Working Tasks
Tasks completed at home must be agreed in advance with the Manager. Examples of permitted tasks:
- Planning and resourcing
- Observations
- Policy writing or administrative reviews
- Online training and professional development

Confidentiality and Data Security
- Staff must not remove confidential paper-based child records from the setting
- Any digital files accessed remotely must:
    - Be password-protected
    - Be stored and shared securely via approved systems only
- Staff must comply with the **Data Protection Act 2018** and **UK GDPR** at all times
- No confidential conversations should be conducted in shared spaces

Safeguarding and Professional Conduct
- Staff must not share personal login details, passwords, or child/family data with anyone

- Work completed remotely must meet the same standards of quality, conduct, and professionalism as on-site work
- Staff must adhere to the Staff Code of Conduct while working remotely
- The Manager reserves the right to revoke home working if safeguarding, confidentiality, or performance is compromised

Health, Safety, and Risk Assessment
- Remote working must be agreed only if the home environment is safe and suitable
- Staff should:
  - Ensure a safe working space (e.g. clear of trip hazards, well-lit, appropriate seating)
  - Take regular breaks and avoid excessive screen time
  - Raise any concerns with the Manager
- A basic remote working risk assessment form may be completed at the Manager's discretion

Limits and Revocation
- Remote working is not contractual and may be revoked at any time
- The Manager may request staff return to site immediately if operational needs require it
- If a remote arrangement is not working effectively, the Manager will meet with the staff member to discuss alternatives or review suitability
- Remote working should be occasional and agreed on a case-by-case basis. The Manager may review ongoing use to ensure it continues to meet operational needs

Monitoring and Review
This policy is reviewed annually by the Manager and Board of Trustees, or sooner if changes to law, best practice, or operational needs occur.

Legislation and Guidance
- Statutory Framework for the EYFS (2023)
- Data Protection Act 2018 and UK GDPR
- Health and Safety at Work etc. Act 1974
- ACAS Code of Practice on Flexible Working

Acknowledgment
All staff must read and understand this policy. By doing so, they agree to follow the expectations and safeguards set out for working from home.