



Home working Policy

February 2021

Policy Statement

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

Domino Pre-school will agree to an employee working wholly or partly from home, provided that such an arrangement is suitable and is likely to achieve effective and efficient working by the employee. The provision of home working plays an important part in making it possible to attract and retain the best possible staff.

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.

The benefits of home working for Domino Pre-School include:

- Control of office space requirement and containment of overhead costs
- Staff attraction, retention and performance
- Promotion of the Charity as forward-thinking and able to embrace and maintain operational flexibility.

The benefits of home working to employees include:

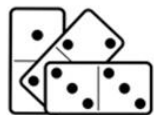
- Promotion of work/life balance
- Job satisfaction
- Flexibility
- Saving of travel costs and time
- Reduced stress.

Home working is not a contractual right.

Home working criteria:

Domino Pre-School will consider the extent to which the employee holds the right personal qualities and skills suitable for home working in accordance with the following non-exhaustive criteria:

- Self-discipline and motivation
- The ability to work without direct supervision



- Level of experience
- Organisational skills
- The ability to manage time effectively and meet deadlines
- The ability to cope with the potentially conflicting demands of work and family
- General reliability, attendance and timekeeping record
- Disciplinary record.

Domino Pre-School reserves the right to amend the criteria at any stage as the operational needs of the charity dictate. The criteria will also be used to monitor the continued viability of home working.

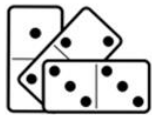
Work and caring commitments

Home workers must separate domestic and work activities as far as is practicably possible. Employees with caring responsibilities will be required to demonstrate that the care arrangements for the dependant person do not conflict with work activities. The employee's line manager must be informed as soon as reasonably possible of any changes to caring arrangements that have implications for the work being undertaken from home.

As there is a need to balance work and home life, employees should inform their friends and family about their home working arrangements to ensure interruptions are kept to a minimum during the working day.

Methods

1. The policy applies to all DBS checked and cleared key persons of Domino Pre-school
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 Domino Pre-school.
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 preschool 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 pre-school will be treated with confidentiality and employees will be bound by the pre-school's confidentiality policy.
7. Any child specific work will not be done on a personal computer. Child specific work can only be completed whilst using the Pre-school laptop or using Tapestry online learning software.
8. Child specific information will not be allowed across the internet, unless it is through the secure Tapestry portal or work related email contacts.
9. The Pre-school manager will make sure the Home Working Policy is upheld.



Home working risk assessment

A home working risk assessment will be provided to all staff to check if they have considered the safety of their home working set up and they must address any issues before commencing home working.

Adoption and annual review of the policy

This policy was adopted at a meeting of:

Domino Pre-school

held on:

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Signed on behalf of the Management Committee / Proprietor:

signature

role of signatory

This policy was reviewed on:

date

signature

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