

# The Children's Workshop

## WORKING FROM HOME CODE OF PRACTICE

The Children's Workshop recognises that to meet the statutory requirements of the Early Years Foundation Stage and Ofsted in relation to planning and administration it may be necessary for staff to occasionally work from home. The Children's Workshops' registered business address will always remain, however, the main place of work.

If working from home, employees need to have a safe and reasonable space, security and privacy in which to work, and for office-type tasks an internet connection able to support work systems.

### **The employee must:**

- ❖ make sure that they have a suitable area at home to work
- ❖ ensure that any ipads/laptops/pc's are password protected
- ❖ ensure to 'log-off' when there other people present
- ❖ not leave documents/files open/available for others to see
- ❖ ensure that all documents/files are kept in a secure area when not in use