



Policy for:	Working From Home Policy
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Date of Approval:	April 2021
Approved by:	Performance Management and HR Committee
Review date:	April 2022

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1. Aims

This policy aims to:

- Set out expectations for staff working from home
- Outline how the school will support staff to work from home when they need to

This policy applies to all staff, with the exception of volunteers.

2. Roles and responsibilities

2.1 Principal

The Principal, or nominated Deputy, is responsible for ensuring that this working from home policy is applied consistently across the school.

2.2 The Trust Board

The Trust Board will hold the Principal to account for the implementation of this policy. The Trust Board has delegated the approval of this policy to the HR and Performance Management Committee.

2.3 Central Trust

The Central Trust will support Principals, or their nominated deputy, to ensure consistent application of this policy.

2.4 All Staff

Staff will ensure they follow the expectations in this policy.

3. Circumstances when staff may work from home

Staff may work home if they are:

- Undertaking flexible working – see also section 4.1
- Following clinical/and or public health advice
- On an ad hoc basis where agreed with the Principal, or their nominated deputy, and it is appropriate, for example when dealing with a short term project, undertaking e-learning

Where staff are unsure about whether they can or should work from home, they must speak to their line manager/the Principal/a senior leader.

If a staff member is unable to work for any reason when they would be working from home, for example due to sickness or caring for a dependent, they will report this using the school's normal absence procedure, as set out in Trust's Sickness Absence Policy or the Leave of Absence policy as appropriate.

4. Working hours

When working from home, staff are expected to be available as per their usual contractual hours.

Outside of these hours, staff are not required to correspond with other staff members, parents or pupils – unless in an emergency, they're working flexible hours (see 4.1) or they have prior written agreement from the school.

4.1 Flexible working

Our policy on flexible working continues to apply where staff are working flexible hours from home.

Whilst the Trust is mindful of the caring commitments of its staff, it must ensure that all of our students have access to high quality education, however this is delivered.



5. Duties

Wherever possible, staff working from home will carry out their normal duties in line with their job description/contract of employment, with adaptations where necessary. Any adaptations will follow school practice or otherwise be agreed with the individual's line manager/the Principal/a senior leader.

Where it is not possible for a staff member to carry out some or all of their normal duties from home, their line manager/the Principal/a senior leader will discuss and agree alternative arrangements with the individual concerned.

Where staff are unsure about what work they should be carrying out while working from home, they will speak to their line manager/the Principal/a senior leader.

6. Wellbeing support

To support the wellbeing of staff who are working from home, the Trust and Academy will provide:

- Regular contact from your line manager by telephone or email, this should be mutually agreed to include frequency, media and areas to cover
- Regular Trust email updates to include information on Trust initiatives, policy updates and well-being support available
- All staff are able to contact Health Assured, the Trust's Employee Assistance Programme by telephone, via their website or through the My Healthy Advantage mobile App.
- Each Academy has Mental Health First Aid trained staff who are able to offer peer to peer support
- Access to e-Learning
- Telephone managerial supervision, sessions with a trained counsellor specifically for those dealing with significant safeguarding issues and senior leaders. This is well-being support and not a route to advice on how to address issues within the Academy.

Staff should communicate with their line manager/the Principal/a senior leader if their wellbeing is being affected while working from home. Principals and Line Managers are able to access HR for advice and guidance on support available for themselves and their teams.

Staff are able to claim tax relief when required to work from home- this can be done directly with the HMRC via their online portal.

7. Safeguarding

Where staff are interacting online with pupils while working from home, they will continue to follow our existing code of conduct, IT acceptable use policy and child protection policy.

If applicable, set out any further information on the school's expectations of staff when working from home as to how they must safeguard pupils – or signpost to where you set this out elsewhere. In particular, consider:

- Acceptable use of technology
- Staff/pupil relationships and communication, including the use of social media
- Remote teaching practices – for example, if staff are pre-recording videos to share, live-streaming lessons, making video calls or phoning pupils. See the Department for Education's guidance on [safeguarding during remote learning](#) and our article on [safeguarding pupils and staff during remote learning](#), for help with this

8. Technical support

8.1 Equipment



Staff will be able to request technical equipment in cases they are required to work from home, such as a laptop, mobile phone.

All requests will be subject to approval based on a hierarchy of need and availability of equipment at the time. Requests for equipment should be made through the Principal.

If staff are loaning equipment, they must agree and sign our IT equipment loan agreement before they receive the equipment.

8.2 IT support

If staff are having issues with technical equipment while working from home, they should contact their usual IT support.

8.3 Workstation safety

The Trust recommends that staff set up an appropriate space for working at home so they do not cause physical injury to themselves. Where possible, it recommends that staff aim to:

- Sit upright at a table/desk, on a chair
- Raise their laptop/tablet (e.g. using books or a stand)
- Use a separate keyboard and mouse
- Have appropriate lighting near to the workstation

In order to ensure that working from home spaces are sufficient the Trust recommends that staff undertake a risk assessment using a form available from the Health and Safety Executive;

<https://www.hse.gov.uk/pubns/ck1.pdf>

Any concerns regarding the ability to work from home should be discussed with the Principal in the first instance, who should seek support from the Trust's HR Department if necessary.

9. Data protection

Staff should ensure that they follow the procedures laid out within the Trust's GDPR policy.

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

10. Monitoring arrangements

This policy will be reviewed bi-annually, or sooner if necessary.

At every review, this policy will be approved by the Performance Management and HR Committee.

11. Links to other policies

This policy links to the following policies:

- Remote learning policy
- Child protection policy



- [ICT acceptable use policy](#)
- [Data protection policy and privacy notices](#)
- [Staff code of conduct](#)