

# WORKING FROM HOME POLICY

ORIGINATOR: Oliver Teasel

SLT LINK: Stuart Williams

March 2023



## Contents

1. AIMS.....	2
2. ROLES AND RESPONSIBILITIES .....	2
3. CIRCUMSTANCES WHEN STAFF MAY WORK FROM HOME .....	2
4. CIRCUMSTANCES WHEN STAFF MAY NOT WORK FROM HOME .....	3
5. WORKING HOURS .....	4
6. POLICIES .....	4
7. DATA PROTECTION .....	5

## 1. AIMS

1.1 This policy aims to:

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

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

## 2. ROLES AND RESPONSIBILITIES

2.1 Executive Principal

2.1.1. The Executive Principal is responsible for ensuring that this working from home policy is applied consistently across all staff who work within the Rutland and District Schools' Federation.

2.2 The Trust

2.2.1. The Federation Trust through its Resources Committee will approve this policy and hold the Executive Principal to account for its implementation.

## 3. CIRCUMSTANCES WHEN STAFF MAY WORK FROM HOME

3.1 The information below aims to identify the parameters where working from home can be approved. Staff may request to work from home (having exhausted other possibilities) whilst they:

- Have been asked to self-isolate, are otherwise healthy, and do not have additional commitments that prevent fulfillment of their role.
- Are following clinical/and or public health advice but are otherwise healthy.
- Are able to carry out their duties but for some other reason are unable to attend work.

3.2 In the first instance, if a request to work from home is granted it will be up to a two-week period, as longer periods of time will impact on the effectiveness of the employee.

3.3 The decision to allow a colleague to work from home can only be approved by the Executive Principal. If a colleague believes their own circumstances would permit being allowed to work from home they should discuss this with their link Vice Principal, Chief Finance Officer, Head of School or team leader in the first instance. The senior colleague would look to establish the exact nature of the circumstances. Once agreed, the request to work from home should be made by email to link Vice Principal for HR; it should outline how long this request is for and how you anticipate managing your normal duties and any cover requirements.

3.4 Requests will be considered on a case-by-case basis by the Executive Principal, who will consider the impact of home working on other colleagues and students. For example, the need to deploy cover to support classes for teachers working from home.

3.5 In the event of a school closure the expectation is that colleagues will fulfil their responsibilities from home. If they are not able to, the LOA Policy will need to be followed.

#### 4. CIRCUMSTANCES WHEN STAFF MAY NOT WORK FROM HOME

4.1 The information below identifies typical circumstances where working from home would not be approved. This includes:

- The nature of the colleague's role would mean homeworking is not possible, e.g. cleaner or catering assistant.
- A colleague is off work due to an illness or operation. This will be classed as sickness absence.
- A colleague is absent due to the urgent need to support a dependent; this will be treated as a leave of absence; further information can be found within the Federation Leave of Absence Policy. All-year round employees can request to use annual leave.
- A colleague is recovering from an operation or injury but the nature of their work means that it is not feasible to work from home (i.e. they need to be in the physical setting to complete their primary role). This will be classed as sickness absence.

4.2 If a staff member is given permission to work from home but circumstances change then this should be discussed with the SLT link for HR in the first instance. In this situation the permission to work from home is likely to be withdrawn.

4.3 We reserve the right to terminate the homeworking arrangements subject to the reasonable notice of not less than one working day. If you want to terminate your homeworking arrangement, you must notify your manager in the first instance.

4.4 Colleagues working from home will be subject to the same performance measures, processes and objectives that would apply if you worked at our premises.

4.5 Working at or from home may affect your home and contents insurance policy, mortgage, lease or rental agreement. You are responsible for checking this.

## 5. WORKING HOURS

- 5.1 When working from home, staff are expected to be available for communication as per their usual employment contract. For teaching staff, the expectation is that they are available to contribute to live lessons as per the timetable and complete the other obligations of a teacher.
- 5.2 Where appropriate, the SLT link for HR may agree to more flexible working hours if this does not have a detrimental effect on the colleague's work. There may be some activities that are not possible to complete from home (e.g. a lunch duty). This should be discussed with the SLT link and an alternative found. All normal duties expected of staff (e.g. marking work, completing reports, progress evenings etc) should be completed as normal and to the standard deadlines.
- 5.3 Outside of their normal contractual obligations, staff will not normally be required to correspond with other staff members, parents or pupils.

## 6. POLICIES

- 6.1 While working from home staff will continue to follow guidance set out in their contract of employment and all Federation policies. Whilst the list below is not exhaustive staff should pay particular attention to the following policies:
  - Safeguarding and Child Protection
  - GDPR
  - ICT Policy
  - Safer Care Code of Conduct
- 6.2 Teaching staff should also be particularly mindful of the guidance set out in the remote learning procedures.
- 6.3 Technical support
  - 6.3.1. Staff will be able to request technical equipment in cases where they do not have access to the necessary resource to support working from home. The IT team will support these requests as long as resources are available.
  - 6.3.2. All requests will be subject to approval based on a hierarchy of need and availability of equipment at the time.
  - 6.3.3. If staff are loaning equipment, they must agree and sign our IT equipment loan agreement before they receive the equipment.
  - 6.3.4. It is the responsibility of the colleague who is working from home to ensure that they have sufficient and appropriate equipment. The Federation will not take responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for us.
- 6.4 We are unable to pay additional expenses which are incurred as a result of a colleague working from home.

## 7. DATA PROTECTION

7.1 All staff members are required to 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).
- Locking the device when not in use.
- Not sharing the device among family or friends.