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Leicestershire  
LE4 4JG**

**Home Working**

## **HOME WORKING POLICY**

### **What is home working?**

Home working means working from home on an occasional, a temporary or a permanent basis. It could be a one-off day. It could be a new pattern of working partly from home. It could be working entirely from home for a fixed period or indefinitely.

Home working does not entitle you to choose when and how you work. It simply means you do your job from home. Your contractual obligations, including your contractual working hours, continue to apply unless otherwise agreed.

This policy sets out the provisions that apply to homeworkers-whether occasional or permanent.

This policy is non contractual and may be amended by the School at any time.

### **Types of home working**

Employees may work from home on a short term or occasional/ad hoc basis (referred to in this policy as "occasional") or a permanent or longer term basis (referred to as "substantive").

Occasional home working usually needs to be arranged at short notice. That might be because your child wakes up unwell (in which case you should also consider your right to take time off to care for a dependant), or where poor weather makes it advisable for you to stay at home or other extenuating circumstances outside of our control. In those types of situations, you should contact the Headteacher as soon as you think you will need to work from home. They will decide whether or not to authorise home working on that occasion.

"Substantive" home working is where it is an agreed term of your contract, either on a permanent or longer term basis. The school would not normally allow for substantive homeworkers because our main objective is to be based in school with the learners.

### **Applying for home working**

If you would like to make homeworking a normal part of your contract, you should discuss this with the Headteacher as a first step. If you then decide to make a formal request for home working, you can do so under the School's Flexible Working Policy, see the Employee Handbook subject to eligibility criteria, although there is no obligation on the School to agree to such a request.

If you apply to work from home, the School will consider a range of factors which may include:

1. If your role is suited to homeworking;
2. If you have the personal attributes and skills that mean you should be able to do your job effectively from home;
3. Your personnel record, including your recent conduct and performance levels and any unexpired warnings, will be taken into account when we make any decisions;
4. If your home environment is suitable for home working. This includes having a decent working area and a good internet connection.

## **Homeworker's Guidelines**

### Hours of work

Whether you are working in the School or at home, your hours of work remain as per your contract of employment, unless agreed otherwise in writing.

### Place of work

For substantive homeworker's, this will be your current home address. Where this changes, it is your responsibility to notify the School. A minimum of four weeks' notice of change of address must be provided.

If you are an occasional homeworker, your place of work will be as per your statement of terms and conditions of employment.

### School attendance by substantive homeworkers

In most circumstances you will be required to attend, or work from, the School from time to time for the purposes of attending meetings, briefings or training.

In addition, you may be required to work from the School during key times (e.g. exam periods/Ofsted inspections); to deputise for absent colleagues or in other relevant circumstances.

### When occasional homeworkers may work at home

Except where your contract of employment already provides that you will work from home on a regular basis for a number of hours or days per week/month, on each and every occasion that you want to work from home, you must secure permission to do so in advance from the Headteacher.

### Expenses

Unless your contract of employment stipulates your sole place of work as being your home, costs of travel to and from School will not be covered by the School.

### Equipment and workstation

#### *Substantive homeworkers*

On the very rare occasion this may be considered we may provide some or all of the following:

- All necessary computer equipment;
- A business telephone line or mobile phone for school usage only, which will be in the School's name, and itemised bills will be sent to and paid for by the School where they are for reasonable business use;
- An account with a service provider allowing connection to the internet and the School's relevant online resources. Any such account will be in the School's name, and bills will be sent to and paid for by the School;
- Stationery;
- A suitable desk, chair and other required furniture; and
- A document shredder, where the School considers one is required.

As regards all of the items listed above:

- They remain the property of the School at all time;
- they must not be removed from your home address without written permission from the Headteacher;
- They must not be used other than for work purposes;
- It is your responsibility to take reasonable care of them; you will be responsible for any damage to them which goes beyond normal wear and tear; and
- You must report any damage to them, or malfunctioning of them, by raising a ticket with the IT department.

Provided reasonable notice is given, substantive homeworkers must allow other employees of the School, and contractors acting on the School's behalf, to have access to their home at any reasonable time, in order that those employees or contractors may:

- Install, inspect, replace, service, repair or maintain the items listed above; or
- Carry out a risk assessment, or
- Collect items belonging to the School (including any of the items listed above) on termination of employment, if they have not already been returned within the period requested.

You will be required to provide a secure room in which you will work, preferably dedicated to work purposes.

It is important not to use personal equipment for home working because it will not have been issued and programmed by the IT department and therefore cannot be used for school work at home.

All homeworking staff may be required to complete a log of their daily output to ensure that there is no discrepancy between staff' commitment to support the school's responsibility to it's learners well-being and education.

### **Occasional homeworkers**

The School will not provide you with computer equipment (additional to that used on School premises), furniture, dedicated telephone line for use at home or Internet connection unless otherwise agreed in writing.

### Insurance

All School property provided to you for use in your home will be covered under the School's insurance policy.

Where you are provided with School property at home you must not do, cause or permit any act or omission which will avoid coverage under the School's insurance policy. If in any doubt as to whether particular acts or omissions will have this effect, you should consult the IT department immediately.

You must notify your insurer of your home working arrangements, and are responsible for ensuring that those arrangements do not breach any policy condition, restrictive covenant affecting your home address, lease, local authority planning restriction or mortgage condition.

### General liability

As owner/occupier of your home, you remain responsible for ensuring:

- The safety of any visitors to the premises, as well as any other family members, particularly children; and
- That the general fabric of your home and its fixtures and fittings, including in any area in which you work, are maintained in a safe and functional state for performance of work there; e.g. electrical sockets and other parts of your domestic electric system are your own responsibility.

### Confidentiality

In accordance with the School's policies and procedures from time to time in force, you are responsible for maintaining the security and confidentiality of any school-related resources/equipment or information to which you have access. In particular:

- You must take reasonable steps to restrict the access of family and friends to work equipment, materials, documents and other data in order to:
  - Avoid damage or loss; and
  - Maintain confidentiality.
- You must ensure that all confidential material that requires disposal is shredded or, in the case of electronic material, securely destroyed, as soon as any need for its retention has passed; and
- You must take reasonable care of work-related information and school property when travelling to or from home.

### Data protection

You must comply with your duties and obligations with regard to confidentiality and data protection under the School's Data Protection policy.

### Health and safety

The School may on occasion perform a risk assessment of the work activities you carry out as a homeworker. The purpose of completing a risk assessment is to identify any hazards relating to your work activities and to prevent or reduce such risks.

Such risk assessments may be carried out by you as a self-assessment or another employee or contractor on the School's behalf. Any necessary training or guidance to assist you in completing any self-assessment will be provided.

Where you work with display screen equipment:

- The School will ensure that the equipment is safe and fit for use, and advice will be provided to you on how to use it safely, including information on breaks from work;

All risk assessment findings will be recorded and reviewed as appropriate.

For further health and safety information, see the School's Health and Safety Policy.

### Obligations and Communication

If you work from home, you are subject to the same rules, procedures and expected standard of conduct and performance as all other employees including personal use of

phone calls, emails and social media. Contractual obligations, duties and responsibilities remain in place, as do the School's workplace policies.

The School wants you to remain as involved as possible in our business and our activities while you are working from home. To minimise the potential isolation of substantive homeworkers, and/or to allow for your proper supervision and management, Senior Management Team (SMT) will, where appropriate, involve you in regular meetings or consultations.

You are required to attend such meetings. If you cannot attend a scheduled meeting for good reason, you should notify the person organising the meeting in advance of this fact.

In addition to regular meetings, managers will ensure that regular contact is made between you and the members of your team.

You are expected to be contactable, within reason, during the agreed hours of work. Contact outside these hours will only be made in cases of urgency.

If, at any point, you feel isolated, left out, or lacking guidance or support you should discuss this with SMT.

Where an IT or other problem prevents you from working effectively from home, you should contact the Headteacher or the IT department straightaway. You may need you to come into work until the issue has been resolved.

If you cannot work on a home working day because of illness or injury, you must follow the procedure set out in the School's Absence Management Policy, see the Employee Handbook.

### Training and development

Training of substantive homeworkers will take place as appropriate and required.

You will be expected to participate in any team, departmental or other training.

You will have the same opportunities as office-based workers to apply for advertised vacancies within the School.

### **Monitoring and Review**

The homeworking policy will be reviewed on a regular basis.

In the unlikely event that the home working arrangement is not operating effectively, the School reserves the right to require you to undertake your work instead in the School on a permanent basis.