



WORKING FROM HOME POLICY

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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 Chief Executive Officer (CEO)

The CEO is responsible for ensuring that this working from home policy is applied consistently across the MAT.

2.2 The trust board

The trust board will approve this policy and hold the CEO to account for its implementation.



The trust board will hold the CEO to account for the implementation of this policy.

The trust board has delegated the approval of this policy to Canon Chris Bracegirdle and Canon Jill Pilling.

2.3 Other 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:

- Following clinical/and or public health advice
- There has been a bubble closure for your year group and you have been asked to isolate but have no symptoms yourself
- There has been a bubble closure for your child who is a dependent. (This needs to be agreed with the CEO and all child care arrangements will be dependent on the staff member's circumstance)
- You are 28 weeks pregnant
- Central Team

Where staff are unsure about whether they can or should work from home, they must speak to the CEO.

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 the staff handbook. You must notify the CEO at the start of the day and this will be recorded in school through the usual manner.

4. Working hours

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

4.1 Flexible working

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

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 CEO.

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

6. Wellbeing support

To support the wellbeing of staff who are working from home, the school will provide the same support as you would receive if working in school. The CEO will contact you regularly to ensure your well-being is looked after.

Staff should communicate with the CEO if their wellbeing is being affected while working from home.

7. Safeguarding

Where staff are interacting online while working from home, they will continue to follow our existing policies and practise. This includes but not limited to the staff behaviour policy/code of conduct, IT acceptable use policy and child protection policy.

Staff need to be particularly vigilant of the following:

- Acceptable use of technology
- Staff/pupil relationships and communication, including the use of social media

8. Technical support

8.1 Equipment

Staff will be able to request technical equipment in cases where staff do not have access to a laptop/tablet that they can use at home during working hours.

All requests will be subject to approval based on availability of equipment at the time.

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 the CEO.

8.3 Workstation safety

The CEO and trust board of the MAT 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 and do not work in direct sunlight.

9. Data protection

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 each year by the CEO.

At every review, this policy will be approved by the full trust board.

11. Links to other policies

This policy links to the following policies:

- Remote learning policy



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- Staff wellbeing policy
- ICT acceptable use policy
- Data protection policy and privacy notices
- Staff code of conduct/behaviour policy.

Review Date: **September 2022**

Next Review Date: **September 2023**