

# Hunton & Arrathorne Community Primary School

## Working Remotely Policy



<b>Date: January 2021</b>	<b>Headteacher: Mr S Donaldson</b>
<b>Review Date: January 2023</b>	<b>Chair of Governors: Mr P Barber</b>

### Rationale

We recognise the importance of work/life balance, but also realise that, as part of this, staff should have flexibility in how, where when they complete work. For this reason, staff may sometimes be required to work from home. This may be as part of their contracted hours, their PPA time or in the event of school closure.

### Purposes

### Legislation

There is no specific legislation on relating to working from home, however the arrangements set out in this document incorporate reference, where appropriate, to Hunton & Arrathorne Primary School's obligations under current Health and Safety legislation and the working time directive.

### Definition of occasional working from home

Occasional working from home means the employee performing specific work obligations required under their contract of employment from their home on an irregular basis.

Whether or not an employee is permitted to work occasionally at home is entirely at the discretion of the Headteacher. Occasional working from home is neither a contractual nor a statutory right and the Headteacher is under no obligation to approve any request by an employee to work at home.

### Expectation of employees who occasionally work from home

While working at home, employees must be engaged on agreed school work and be contactable during normal hours of business operation.



## **IT Equipment**

Laptop, phone and wireless router may be provided to employees who anticipate working from home on a more frequent occasional arrangement. Any request for such equipment will need to be authorised by the Headteacher and agreed on a case-by-case basis.

## **Telephone**

Unless a school telephone has been provided, the employee will be required to use their own telephone for making occasional telephone calls while working from home. When this is the case, a withheld number should be used.

## **Security**

When working from home, the employee must be aware of the increased risk of a security breach. The employee must ensure that all documentation is stored securely and that any laptop or PC is password protected and turned off when not in use.

IT equipment provided to the employee to support working from home is for the exclusive use of that employee alone. The employee is not permitted to allow family members or friends to use IT equipment provided to them.

The employee is also required to comply with school policies that cover the use of IT equipment and applications.

## **Absence and sickness**

If an employee is unable to work on the day which they had expected to work from home due to sickness, injury or otherwise, they must follow the absence reporting procedure and report their absence to the Headteacher and Office Manager. The employee is required to keep the Headteacher informed of the likely date of return to work, the reason for the absence, and progress, as if they were normally attending work.

## **Disciplinary Procedures**

The “Employee Disciplinary Procedure and Code of Conduct Policy” apply equally to office-based and working from home arrangements. Any abuse of the working from home arrangements amounting to misconduct may be subject to disciplinary action.

## **Health and Safety**

The School’s “Health and Safety Policy” remains applicable to employees working at home. Copies of the Health & Safety policies and procedures are available on the Intranet and school website. Hard copies are also available in the staff room to view only.

Employees will be required to carry out an on-line workstation assessment on their home’s workstation and to take any necessary corrective actions.



It is the responsibility of the employee to care for their own Health and Safety and make the school aware of any issues that may have an impact on this. Accidents to employees sustained while working at home must be reported in the same way as if office based.

### **Confidentiality**

While working from home employees will remain subject to all confidentiality clauses contained within their contract of employment. A disclosure of confidential information during the course of employment may be considered by the school as gross misconduct and grounds for termination of employment without notice.

