Home Working Policy

Approved by:	Trustee Board	**Date:**	February 2021
Next Review:	February 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 Headteacher

The headteacher 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 approve this policy and the Local Governing Body will hold the headteacher to account for its implementation.

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:

> Doing flexible working – see also section 4.1

> Following clinical/and or public health advice

Where staff are unsure about whether they can or should work from home, they must speak to their line manager/Headteacher.

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 dependant, they will report this using the school's normal absence procedure.

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.

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 Headteacher.

Where it is not possible for a staff member to carry out some or all of their normal duties from home, their line manager/Headteacher 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.

6. Wellbeing support

To support the wellbeing of staff who are working from home, the school will provide:

Support through the Health Assured Counselling Service

Staff telephone support from North Somerset Local Authority

Staff should communicate with their line manager/headteacher if their wellbeing is being affected while working from home.

7. Safeguarding

Where staff are interacting online with pupils while working from home, they will continue to follow our existing policies including

Safeguarding Policy – including COVID Addendum

Acceptable Use Agreements

Staff Code of Conduct

Health and Safety Policy

IT Policy

Guidelines for remote working with pupils.

Guidelines outlined in the KCSIE 2020 document.

Guidelines outlined within the Working Together to Safeguard Children

.DFE – Safeguarding and Remote Learning during Coronoavirusuring remote learning

These documents outline

- 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.

8. Technical support

8.1 Equipment

Staff will be able to request technical equipment in cases where they will be working from home.

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

If staff are borrowing 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:

School	2IT Technician	Email Address
Ashcombe	Ben Simmonds	ben.simmonds@2itsystems.co.uk
Becket	Kevin Payne	kevin.payne@2itsystems.co.uk
Christ Church	Ben Simmonds	ben.simmonds@2itsystems.co.uk
Crockerne	Ashley Brand	ashley.brand@2itsystems.co.uk
Hutton	Ashley Brand	ashley.brand@2itsystems.co.uk
St Martin's	Ben Simmonds	ben.simmonds@2itsystems.co.uk
Worle Village	Kevin Payne	kevin.payne@2itsystems.co.uk

8.3 Workstation safety

KMAT 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 to eye level (e.g. using books or a stand)
> Use a separate keyboard and mouse
> Have appropriate lighting near to the workstation

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 that data is saved on encrypted storage physical (e.g. encrypted memory stick) or cloud based – this means if the device is lost or stolen, no one can access the files stored by attaching it to a new device (this will not apply to those schools operating a VPN)
> 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 by the KMAT Trust Board **every two years.**

11. Links to other policies

This policy links to the following policies:

> Remote learning policy

> Staff wellbeing policy

> Child protection policy

> ICT acceptable use policy

> Data protection policy and privacy notices

> Staff code of conduct/behaviour policy

3/2/21

Appendix 1   Guidelines for Online Communications – Code of Conduct

1. Online contact between teacher/pupil should only be made at the scheduled pre-arranged time.

2. Pupils and teachers should only be communicating as a class and not individually.

3. An adult should be nearby at all times.

4. The door to the room should be left open.

5. Pupils should be appropriately dressed. Staff should also be appropriately dressed as they would for school.

6. Our usual school rules should be followed.

7. Staff should not engage with children individually when alone – parents or other staff members should be present

8. Staff should be careful about what can be seen or heard in the background, try to have a neutral background or use the blur background tool.

9. Double check that any other tabs they have open in their browser would be appropriate for a child to see, if they're sharing their screen

10. Staff should use professional language

11. Normal safeguarding procedures should be followed