



HOOK JUNIOR
SCHOOL

Working from home policy 2021-2023

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| Policy status | Non-statutory school derived policy |
| Date Reviewed: | January 2021 |
| Next Review: | January 2023 |
| Review Cycle: | 2 years |
| Reviewing committee: | Senior Leadership Team |
| Linked Policies: | IT and internet acceptable use Parent code of conduct Staff code of conduct Complaints policy Equality policy Home Learning Policy Remote Learning Policy and strategy Data Protection Policy |
| Signed by Headteacher: | |
| Signed by Chair of Governors: | |

Contents

| | |
|--|---|
| 1. Aims..... | 2 |
| 2. Roles and responsibilities | 2 |
| 3. Circumstances when staff may work from home | 2 |
| 4. Working hours | 3 |
| 5. Duties | 3 |
| 6. Wellbeing support..... | 3 |
| 7. Safeguarding | 3 |
| 8. Technical support | 4 |

| | |
|-----------------------------------|---|
| 9. Data protection | 4 |
| 10. Monitoring arrangements..... | 5 |
| 11. Links to other policies | 5 |

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 governing body

The governing body will hold the headteacher to account for the implementation of this policy. The governing body has delegated the approval of this policy to the senior leadership team.

2.3 Other staff

Staff will ensure they follow the expectations in this policy.

3. Circumstances when staff may work from home

Prior agreement must be sought from the Headteacher (or Deputy Headteacher) for staff to work from home and is subject to the operational needs of the school. Staff may work home if they are:

- Doing flexible working– see also section 4.1
- Their role lends itself to being able to do so
- Following clinical/and or public health advice
- Following recommendations from the DfE
- Agreed by or requested to do so by the Headteacher
- Able to do so within the remit of your role

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

Our staff absence policy and procedure applies to staff working in school and at home. 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 staff absence policy.

4. Working hours

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

Outside of these hours, staff (who are not senior leaders) are not required to correspond with other staff members, parents or pupils – unless in an emergency or they're working flexible hours (see 4.1).

4.1 Flexible working

Our policy on flexible working in line with Hampshire manual of personnel practice, 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 individual's line manager and the deputy headteacher or 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 in agreement with the deputy headteacher or 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 or a senior leader.

6. Wellbeing support

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

Support via phone call, Microsoft Teams or email from your line manager and/or senior leader.

Access to the Hampshire resilience website and toolkit for staff.

Staff should communicate with their line manager or a senior leader 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: Staff code of conduct, IT acceptable use policy, Safeguarding policy, Child protection policy, Data protection policy, Remote Learning policy and remote learning strategy

Staff can refer to the Department for Education's guidance on [safeguarding during remote learning](#) for additional support.

8. Technical support

8.1 Equipment

Where staff are provided with a technical equipment for school use, they can be used for working from home.

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

All requests will be subject to approval based on a hierarchy of need and availability of equipment at the time. Requests are to be made with the School Business Manager and the relevant documents completed to remove and use the equipment from school, for use at home.

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:

- Chris Grant (School Business Manager) via email at c.grant@hook-jun.hants.sch.uk, or phone 01256 762 468

8.3 Workstation safety

We and the local authority, 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 so the screen is at eye level
- Use a separate keyboard and mouse
- Have appropriate lighting near to the workstation

Staff are to complete and refer to Hampshire County Council's online DSE training

9. Data protection

Staff are to adhere to the school's Data protection policy and seek support from Chris Grant (School Business Manager) to maintain the integrity of school data and personal data.

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 every two years by the senior leadership team.

At every review, this policy will be approved by the Headteacher.

11. Links to other policies

This policy links to the following policies:

- Remote learning policy
- Staff wellbeing policy
- Safeguarding policy
- Child protection policy
- IT acceptable use policy
- Data protection policy and privacy notices
- Staff code of conduct/behaviour policy