Working from Home Policy

Approved on behalf of the Governing Body by:	Claire Pickering	Date: 7th December 2020

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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 governing board

The governing board will approve this policy and 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 the headteacher or deputy head if the headteacher is unavailable.

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 and Leave of 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 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, the 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 the headteacher.

6. Wellbeing support

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

Regular contact from school to check on staff wellbeing

Staff should communicate with the headteacher or line manager 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 on Safeguarding, Remote Learning, Online Safety, Staff Code of Conduct, IT Acceptable Use Policy.

Staff shouldn't communicate with parents or pupils outside school channels (eg using personal social media accounts, personal emails addresses or phone numbers).

7.1 Remote Teaching Practices

If teachers record teaching videos to share you must:

- Record against a neutral background
- Avoid recording in your bedroom if you can (if that's not possible, use a neutral background)
- Dress like you would for school
- Use professional language
- Ensure your own children are not present on the video

7.2 Phoning Pupils

If teachers are phoning pupils:

- Do this through parents' phones only
- Call in school hours as much as possible
- Make sure someone at school is aware and keep a record of the date and time of each call
- Have a parent there at the child's end and have the phone on speaker phone
- Block your number so parents don't see (ensure the parents know you are calling)

8. Technical support

8.1 Equipment

Staff will be able to request technical equipment in cases where they 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 a hierarchy of need and 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:

- Headteacher
- Email ICT support (Verity/Jake) support@ictic.net

8.3 Workstation safety

The trustees of Thringstone Primary School 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

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 as necessary but within 3 years by the headteacher.

At every review, this policy will be approved by the Whole School Development Committee.

11. Links to other policies

This policy links to the following policies:

> Remote learning policy

> Child protection policy

> ICT acceptable use policy

> Data protection policy and privacy notices

> Staff code of conduct/behaviour policy