



## Working from Home Policy

This policy should be read in conjunction with the Flexible Working Policy and Sickness Absence Management Leave Policy and associated guidance. Any request to work from home should not override the criteria contained within the above-mentioned policies. It should be considered on a discretionary basis and inline with school/setting timetable and requirements.

### 1.0 Background

- 1.1 Working from home is when an employee carries out their duties from home on an occasional, temporary or permanent basis. All employees have the legal right to request flexible working. An employer must consider a request for flexible working including to work from home, in accordance with the Flexible Working Policy
- 1.2 The Trust aims to develop and enable a flexible and committed workforce. As an organisation, whatever the local or global challenge presented to us, we will respond with considered determination to fulfil our responsibilities towards our children, communities and staff. It is necessary, therefore, that the Trust adopts policy to reflect this mode of working that protects the Trust's interests and meets its duties to employees.
- 1.3 It was clear that 'traditional' working models needed to adapt to the pressures presented by the recent pandemic. The Trust viewed this as an opportunity to explore innovative ways of working that expanded the ability to respond to an unpredictable future.
- 1.4 There will inevitably be times when it is necessary for staff to work from home. While this may be unfamiliar to some, it presents a chance to contribute in new ways, to develop a sense of self-determination and help shape the future of the Trust.
- 1.5 Successful homeworking relies on achieving a reasonable balance between the competing needs of home and work. We acknowledge that this can be difficult and that an equal split is rarely possible. However, the Trust seeks to encourage a home working style that values the quality and flexible nature of staff member's contributions rather than a time-measurement model.
- 1.6 In adopting this approach, we aim to move towards a mature and responsive method of home working that secures the organisational aims of the Trust, while offering staff members the opportunity to work in new ways alongside fulfilling their individual responsibilities. Clearly, remote home working relies on a spirit of shared-endeavour, openness and flexibility by both the Trust and the individual staff member.

### 2.0 Health and safety

- 2.1 Employers are legally responsible for the health and safety of all employees, including those working from home. The Trust will ensure that:



- employees are comfortable that their work can be done safely at home
- employees have appropriate equipment to work safely
- regular contact is made with employees
- reasonable adjustments are made for any employee with a disability

2.2 The Trust must carry out a risk assessment of home working arrangements to determine any relevant risks and to prevent harm to the employee and others. This may include an element of self-assessment by the employee. The employee should actively facilitate and pro-actively cooperate with the Trust's requirement for a risk assessment.

2.3 Employees have a responsibility to take reasonable care of their own health and safety and to report any concerns or needs to their employer.

2.4 An employee working at home must report according to the agreed procedure any accident or potentially dangerous incident that occurs while working.

### **3.0 Display screen equipment**

3.1 An employee working from home must carry out an assessment of their workstation and the positioning of their display screen equipment to ensure that they have a safe and healthy working environment.

### **4.0 Working practices**

4.1 Line managers should agree with employees:

- the reason for the request
- when they will be available to work
- how they will communicate
- how data will be protected
- how performance will be monitored and assessed

4.2 Employees working from home have the same contractual rights and obligations as before, including core working hours. Employees are responsible for ensuring that they take their rest breaks as defined in their employment contract.

4.3 Occurrences of 'Working from Home' should be recorded on the employee attendance record on Every HR.

### **5.0 Expenses and taxation**

5.1 An employee may be able to claim tax relief for some costs arising from having to work at home on a regular basis, but not if the employee voluntarily chose to work from home. The employee can only claim for things to do with their work, such as business telephone calls. Staff may be able to claim tax relief for additional household costs arising from having to work at home on a regular basis, for all or part of the week. Claims can only be made for the part of any bills that relate to work. Relief can be claimed by self-assessment or via the Government Gateway.



## **6.0 Insurance – Trust**

6.1 The Trust and its schools (but not Kirkley Nursery, alternate insurance provision is in place) are members of the Risk Protection Arrangement. This gives unlimited cover for the employer's liability for death, injury or disease sustained by employees and arising out of and in the course of their employment. Similarly, there is cover for accidental bodily injury to employees (and Trustees) whilst on the business of the Trust in the UK. Personal injury risks arising from working from home would therefore be covered, but only to the extent that they are engaged in their duties.

6.2 Items such as computers owned by the Trust are covered for loss or damage, subject to a £250 excess.

## **7.0 Insurance – Employee**

7.1 Employees should check that their home insurance policies permit working from home and ensure that their cover is adequate.

## **8.0 Mortgage provider or landlord**

8.1 Employees should check with their mortgage provider, landlord or local authority if there are any issues that affect their working from home and obtain any necessary permissions.

## **9.0 Pregnancy**

9.1 A specific risk assessment must be carried out with respect to an employee who informs the Trust that they are pregnant.

## **10.0 Electrical equipment**

10.1 The Trust is responsible for ensuring the safety of electrical equipment that it provides employees, including those working from home. The employee is required to comply with any procedures set by the Trust for the use of such equipment. The employee is responsible for the safety of any other electrical equipment used by them in their work and for the safety of electrical sockets and wiring in their home.

## **11.0 Data security**

11.1 Employees working from home should be vigilant in their handling of data. Procedures regarding the accessing, handling and disposing of personal data must be followed. Unique, complex passwords must be used to restrict access to devices and data. Particular care must be taken with written or printed data that is taken home or printed at home. Cloud storage should be used in preference to printing out or storage on a hard or flash drive.

11.2 Care should be taken when using email that no personal data is sent unencrypted or to an inappropriate recipient. Confidentiality requirements should be considered when making phone calls in a home shared with others.

11.3 Employees should ensure that they regularly update software, including antivirus software.

11.4 Employees should be aware of their responsibility to protect data and the requirement to report any breach.



## 12.0 Resource Management

- 12.1 Employees working from home are entitled to be supplied with (or claim for) items including but not limited to: paper, printer ink, general stationary, office furniture. All items are to be used only for the employees work purposes and any claims must be approved by the relevant budget holder / line manager before purchase.
- 12.2 It should be noted that this entitlement is for colleagues that are required to work from home, permanently or temporarily. It doesn't apply to colleagues that choose to work at home, for example taking a PPA session at home on an adhoc basis.
- 12.3 There are no further entitlement of payment to the employee for utilities etc beyond the Trusts discretionary payment as laid out in section 5 above.



## Document Control

### Changes History

Version	Date	Amended by	Details of Change
V1	October 2020	Andrew Aalders-Dunthorne	Policy creation
V2	May 2022	Andrew Aalders-Dunthorne	Scheduled review of policy Updated reference to the covid-19 pandemic
V3	April 2025	E Frere-Smith	Scheduled review. Addition of reference to sickness absence guidance. Minor adjustment of reference to flexible working policy.

### Approval

Name	Job Title	Signed	Date
Dawn Carman-Jones	Chair of Trust Board	Electronic signature	TBC
Andrew Aalders-Dunthorne	Principal/CEO	Electronic signature	13/06/2022
Dawn Carman-Jones	On behalf of the Trust Board	Electronic signature	13/06/2022
Andrew Aalders-Dunthorne	CEO	Electronic signature	02/06/2025
Lisa Jones	On behalf of the Executive Committee	Electronic signature	02/06/2025

This policy will be reviewed every 2 years by Head of Service for People or as required by changes in legislation.

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

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