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This policy has been written with consideration given to working practices. By adopting this policy, a reduction in workload has been facilitated by reducing the need for individual academies to interpret the policy locally.

We have carefully considered and analysed the impact of this policy on equality and the possible implications for staff with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1. Introduction

1. This policy applies to employees of Dartmoor Multi Academy Trust (“the Trust”) only. It is not intended to have contractual effect and does not form part of your contract of employment. The Trust reserves the right to amend this policy from time to time to ensure that its operational needs are met.
2. Homeworking is not a contractual entitlement for any employee and the Trust expects homeworking to be an occasional arrangement only.
3. Homeworking does not entitle you to choose when and how you work. It simply means that you undertake your job from your home, rather than at your usual place of work. Your contractual obligations, including your hours of work, continue to apply, unless otherwise agreed.
4. The Trust aims to support occasional homeworking to respond to specific circumstances (such as during the 2020 COVID-19 pandemic) or to complete particular tasks.
5. When considering occasional homeworking the needs of the Trust will always take priority and where the Trust has exercised its discretion to permit you to work from home you must comply with this policy.
6. It is recognised that many roles and types of work do not lend themselves to homeworking. As an educational establishment, the Trust will not approve any request for permanent homeworking arrangements.
7. In this policy ‘Headteacher’ includes Headteachers, Executive Headteachers and Principals. For Central Team staff, this refers to Executive Group. For Executive Group this refers to Chair of Trustees.

2. Applying for Homeworking

8. Requests for homeworking must be made in writing and be approved by the Headteacher at least 5 working days in advance. The Trust may refuse a request if its requirements dictate that you are needed to be present at your usual place of work. Arrangements for homeworking may be cancelled by the Trust at short notice.



9. Once all the requirements have been met and a homeworking application has been accepted, any agreement to work from home on any particular date must be recorded and a copy placed on the employee's personnel file. This might take the form of an e-mail, for example, sent to the appropriate line manager confirming the arrangement reached for homeworking on a particular date or dates. This will avoid any uncertainty with regard to the reasons for absence from the workplace on that day.
10. Decisions relating to homeworking applications will be made entirely at the Headteacher's discretion. There is no appeal process. However, if, after reading these guidelines and considering the reasons why a homeworking application may have been declined, an employee believes that the decision has been made unfairly or unjustly, then the employee may raise a grievance, following the Trust's Grievance Policy and Procedure.
11. As set out above, not all employees and not all jobs are suitable for homeworking. A request for homeworking is unlikely to be approved if:
 - (a) You need to be present at your usual place of work to perform your job (for example, because it involves a high degree of personal interaction with pupils, colleagues or third parties or involves equipment that is only available at your usual place of work);
 - (b) Your most recent annual appraisal or review identifies any aspect of your performance as unsatisfactory;
 - (c) Your Manager has advised you that your current standard of work or work production is unsatisfactory;
 - (d) You have an unexpired warning, whether relating to conduct or performance; or
 - (e) You need supervision to deliver an acceptable quality and/or quantity of work.
12. If you wish to apply to work from home you will need to be able to show that you can:
 - (a) Work independently, motivate yourself and use your own initiative;
 - (b) Manage your workload effectively and complete work to set deadlines;
 - (c) Identify and resolve any new pressures created by working at home; and
 - (d) Adapt to new working practices including maintaining contact with your line manager and colleagues at work.
13. To be considered for homeworking you must submit a written application to the Headteacher who will give consideration to the following:
 - (a) Why you consider your job to be suitable for homeworking and how you meet the criteria for homeworking set out above.
 - (b) The date from which you wish the arrangement to start and, if you wish to work from home for a fixed period, the date on which you want the arrangement to finish. A minimum of 5 working days' notice should be given but you should try to give us as much notice as possible before your proposed start date so that your request can be considered.
 - (c) How you would organise your work from home including how you would ensure the security of documents and information.
 - (d) The extent to which you could be available to come to work on days you are proposing to work from home, if needed, for example to cover if colleagues are off sick, to cope with high or unexpected levels of work or to attend meetings or training days.
 - (e) If different from your current hours of work, the hours of work that you propose apply when you are working at home; and



- (f) How you envisage maintaining contact with your line manager, how your work will be set, and progress monitored.
14. It may assist your application for homeworking if you first discuss your proposal with your line manager informally. This may identify potential problems with your application, such as a need to be at your place of work on occasions you had not considered, which your application can then address.
15. In considering your application, the Headteacher may invite you to a meeting to discuss your proposals.
16. The Trust will require you to complete a Homeworking Risk Assessment (attached to this policy).
17. The terms on which homeworking is agreed include:
- (a) Understanding and accepting that homeworking arrangements are not a contractual entitlement and may be terminated by the Trust at any time.
 - (b) You not being in breach of any covenant, agreement or policy of insurance in doing work from home;
 - (c) Understanding and accepting that it is your responsibility to take a rest break when working from home;
 - (d) You being subject to the same performance measures, processes and objectives that would apply if you worked at your usual place of work;
 - (e) Remaining available and contactable during your contractual working hours when working from home;
 - (f) Understanding and accepting that if you are subject to a capability procedure or are subject to a written warning for any reason your homeworking arrangements will be terminated immediately and you will be expected to return to your usual place of work.
 - (g) Your line manager remaining responsible for supervising you, regularly reviewing your homeworking arrangements and taking steps to address any perceived problems. They will also inform you of meetings or training sessions that you must be able to attend at your usual place of work and ensure that you are kept up to date with circulars and information relevant to your work.
 - (h) That any documents taken home are stored securely to protect from loss, destruction or damage; are not retained at home after the homeworking arrangement ends and are returned to the Trust.
 - (i) That any Trust property or equipment provided for your use when working from home is not used by any other person other than you.
 - (j) That abuse of the homeworking policy may result in disciplinary action.
 - (k) Understanding and accepting that you are required to comply with data protection legislation and regulations as amended from time to time when working from home.

3. Homeworking Arrangements

18. There are a number of circumstances in which the ability to work from home on an occasional or temporary basis may assist an employee:
- (a) It is impractical or inefficient to return to their usual place of work following an off-site meeting or training event;
 - (b) There is a need to work free from distraction to complete a specific task;



- (c) When a quiet, uninterrupted work environment will assist in dealing with a backlog of administrative tasks or in writing reports to a deadline;
 - (d) When a child or elderly relative or dependant becomes unwell or arrangements for their care break down at short notice;
 - (e) When, despite being fit to work, travelling to your usual place of work is difficult (for example, due to recovery from an injury such as a broken leg) or as part of a planned return to work arrangements that has been agreed following occupational health advice;
 - (f) When public transport has been disrupted, for example by the weather or by a strike, which affects their travel arrangements.
19. In these circumstances working at home may be authorised by the Headteacher where they are satisfied that:
- (a) You have work that can be undertaken at home; and
 - (b) Working at home is cost-effective; and
 - (c) Any increase in work that may be passed to your colleagues as a result is kept to a minimum.
20. It should be noted that hosting meetings or delivering any kind of service to third parties on behalf of the Trust must not be carried out from home.
21. If your line manager has any concerns, for example with health and safety issues or in relation to the type of work that could be carried out at home, then approval will not be granted for homeworking.

4. Working at Home: Expenses

22. The cost of travel to and from your usual place of work shall not be reimbursed by the Trust if you are required to attend your usual place of work during a period of agreed homeworking.
23. You will be reimbursed for all telecommunication and postage costs provided relevant itemised telephone bills and receipts for postal expenses are submitted in accordance with the Trust's Expenses Policy and such costs incurred are considered reasonable by the Trust. This should be discussed in advance with the Headteacher as a school mobile may be available.
24. You must identify business calls on itemised bills before submitting them through expenses.
25. The Trust is not responsible for any associated costs of you working from home including but not limited to the costs of heating, lighting or electricity.

5. Working at Home: Equipment

26. The Trust will not usually provide you with computer equipment (additional to that used at your usual place of work), furniture, dedicated telephone line for use at home or Internet connection unless otherwise agreed in writing and only where the homeworking arrangements are likely to be ongoing for a reasonable period of time and it is not possible to attend your usual place of work.
27. The Trust will fund any equipment where the need has been identified in the Homeworking Risk Assessment i.e. screen riser, footrest etc. Prior authorisation by the Headteacher must be sought before purchasing such equipment.
28. Where equipment is provided it remains the property of the Trust at all times and is supplied for, work purposes only. You must:



- (a) Use it only for the purposes for which the Trust has provided it;
 - (b) Take reasonable care of it and use it only in accordance with any operating instructions and the Trust's policies and procedures;
 - (c) Observe all precautions as if you are at your usual place of work, e.g. information is to be encrypted and/or password protected; locking the laptop when left unattended; ensuring the wireless network is secure; and
 - (d) Make it available for collection by the Trust or on behalf of the Trust when requested to do so.
29. Prior authorisation must be obtained from the Headteacher before using any equipment supplied to you by the Trust for personal use.
30. The Trust is not responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for the Trust from home.
31. Any damage to the equipment supplied to you by the Trust (beyond reasonable wear and tear) must be reported to the Headteacher. You will be responsible for the cost of repair or replacement if the damage is due to your actions or negligence.
32. You must ensure that your use of the equipment supplied by the Trust complies with our policies and procedures, including but not limited to our policies and procedures in respect of equal opportunities and anti-harassment, electronic information and communications systems, data protection and monitoring.

6. Working at Home: Confidentiality and Data Protection

33. The Trust must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with its requirements.
34. You must agree that you have up to date anti-virus and anti-malware software on your home network connections for any work involving downloading or uploading via the internet to ensure the security of Trust information.
35. In accordance with the Trust's policies and procedures from time to time in force, you are responsible for maintaining the security and confidentiality of any Trust or school-related resources/equipment or information to which you have access. You must take reasonable steps to restrict the access of family and friends to work equipment, materials, documents and other data in order to avoid damage or loss and maintain confidentiality.
36. You must ensure that all confidential material that requires disposal is shredded by means of cross cut shredder (not strip shredder) or, in the case of electronic material, securely destroyed, as soon as any need for its retention has passed; and
37. You must take reasonable care of work-related information and Trust property when travelling to or from home.
38. You must comply with your duties and obligations regarding confidentiality and data protection in line with the Trust's Data Protection policy.

7. Working at Home: Health and Safety

39. You are required to complete a Homeworking Risk Assessment (Appendix 1).



40. Normal sickness absence reporting procedures must be followed in the event of sickness or injury preventing you from being fit for work when scheduled to work from home.
41. Staff working at home must not have meetings in their home with pupils or their parents/carers and must not give pupils or their parents/carers their home address or home telephone number.
42. Staff must ensure that they do not work excessive hours and that their working patterns and levels of work are not detrimental to their health and wellbeing. If, at any point, you feel isolated, left out, or lacking guidance or support you should discuss this with your manager.
43. Staff must use their knowledge, experience and any training to identify and report any health and safety concerns to the Headteacher.

8. Non-Compliance

44. Breaches of this policy or any failure to comply with it is considered a disciplinary offence and may result in disciplinary action being taken against you.

TEMPORARY WORKING FROM HOME RISK SELF-ASSESSMENT



Employer	Dartmoor Multi Academy Trust
Employee Name	
Place of Work	
Job Title	
Reason for Assessment	To identify any potential risk whilst temporarily carrying out my duties at home or remotely
Date of Assessment	

Please confirm the following:

- I have agreed arrangements and requirements for communication and reporting to my Headteacher.
- All faults with IT equipment provided will be reported to itsupport@dartmoormat.org.uk
- My home network is protected with up to date anti-virus and anti-malware software or services via my internet provider.
- I have secure storage for any confidential materials.
- Any confidential material will be securely disposed off either using a cross-cut shredder at home or securely disposed of using school confidential waste consoles as soon as practicable or in the case of electronic material, securely destroyed, as soon as any need for its retention has passed.
- I will report any breaches of personal data to my Headteacher immediately.
- I have read and understood the [Trust Data Protection Impact Assessment for Home Working](#) and have discussed any concerns with my Headteacher.

Signature of Employee	
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TEMPORARY WORKING FROM HOME RISK SELF-ASSESSMENT



Please return the completed form to the Headteacher.

Working Environment and Systems	Yes/No	Further Action Required?	Complete?
Do you know how to set up the workstation and chair for safe use?			
Do lighting or windows cause glare on your monitor? <i>If yes-rotate monitor to avoid glare, adjust blinds/curtains or set up in an alternative room.</i>			
Is the screen clear, readable and flicker-free?			
Are the brightness and contrast adjustable and do you know how to adjust them?			
Are your eyes level with the top of the screen?			
Is there space in front of the keyboard to rest hands when not typing?			
Are the screen, computer and keyboard kept clean?			
Is there enough legroom for free movement?			
Are equipment and papers within easy reach?			
Is there enough space on the desk for work			
Do you take adequate breaks from computer work			
Are there any other concerns? (Please specify)			