



Homeworking Policy

Phase of school this policy relates to

Early Years	Primary	Secondary	Whole School
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In this policy the term 'Company' shall refer to Liberty Woodland School.

1. Introduction

This document defines home-based work arrangements to perform work, sets out entitlements, eligibility criteria and other conditions that apply and has been developed to provide a clear procedure for dealing with home working, that ensures fair treatment and consistency of approach and which is understood by all managers and employees. It provides a standard framework for reporting, monitoring and managing homeworking.

2. Policy statement

Home-based work means performance of work for agreed hours from the home-based site (i.e. an agreed area in the employee's private dwelling). The

flexibility and productivity outcomes available from home-based work can be attractive to both the Company and employees and the arrangements are based on a management philosophy of trust and mutual benefit. The Company is mindful that working from home can save use of cars, fuel and commuting time and can ease car-parking requirements. Working from home can also assist with flexibility around reasonable caring and dependent responsibilities.

Working from home:

- is not a contractual right through either express or implied terms. It is granted at the Company's discretion and requires the prior approval of the appropriate line manager following consultation and discussion with the employee; it will not alter an employee's terms and conditions of employment
- is voluntary and is not intended to create a situation where staff feel obliged to work excessive hours
- does not attract subsidy since the benefits are seen as being mutual.

3. Types of home working: occasional or regular

3.1 Regular homeworking

Regular homeworking is an agreement between the employer and the Company to work a percentage of the normal working week from home on a regular and on-going basis.

4. Equality and Diversity Statement

It is the aim of the Company to provide guidance which ensures appropriate and equitable responses to employee requests for home working in an efficient and fair manner. This document takes into account current employment legislation and must be implemented in conjunction with the Company's Equal Opportunities Policy and Procedure.

5. Health and Safety Requirements

Most of the work that staff would undertake at home is paper-based work or work on a computer and in general such work is not high risk. Nevertheless, the Company has responsibilities under health and safety legislation when staff are working from home, including the requirement to undertake appropriate risk assessments of work activities, ensuring that any equipment provided by the Company is safe, and ensuring that there is a suitable safe place for the employee to work. The home-based site requires a designated area that is deemed to be an acceptable workspace and the employee must have a clear delineation of when they are working or not working.

All employees that are instructed to work from home must be properly inducted and aware of the relevant health and safety policies. Home workers should use the Company's reporting forms and systems for any work-related incident or accident and send completed forms to their manager. The home worker must ensure that adequate first aid supplies are available.

All staff who work from home are required to undertake a self-assessment of their home working provision by completing the checklist at Appendix 1 and sending it to HR. This also entails completion of a self-assessment Display Screen Equipment and Workstation self-assessment checklist (Appendix 2) and discussion of the outcome with HR.

Any particular medical requirements should also be considered. There is specific legislation relating to new and expectant mothers who work and this applies equally to those who work at home. Where an employee with a disability or health problem requires reasonable adjustment and/or specialist equipment, then the line manager should liaise with HR and the employee directly to ensure adjustments are made, as self-assessment of the work station in the home may not be sufficient in this case.

Failure to comply with health and safety requirements may result in the home-based work arrangement being terminated.

6. Key information for Home Working

6.1 Equipment and technology

The Company will not normally provide the homeworker with additional IT equipment, broadband connection or furniture to work from home. The homeworker is responsible for ensuring that they have suitable broadband services where required, and for contacting the service provider in the event of any technical issues. Homeworkers who are using Company supplied and supported equipment can receive telephone support from our back office but if the issue cannot be resolved over the phone. It is not possible for the Company to provide IT support for equipment owned by members of staff.

All staff are required to use their own and supplied equipment correctly and to take reasonable steps to maintain any equipment provided, removing defective equipment from use and reporting defects on supplied equipment to their line manager. Company equipment may not be used by others i.e. family and friends etc., nor can it be used for personal use.

Appropriate security must be obtained for all Company information stored on a computer (including any back-up arrangements) in line with the Data Protection Act 2018 and GDPR there must be secure storage for any confidential information. Employees are responsible for ensuring the security of Company property and all Company information, files, documents, data etc. within their possession, including both paper and electronic material. Staff should discuss the security implications of working from home with their manager. All homeworkers are required to adhere to the Company's Data Protection Policy.

Accessing LWS systems

Employees must not access iSams whilst working from home without permission from the Head.

Safety whilst creating on-line content

Employees who are creating on-line content, videos etc must ensure that they adhere to the following:

- The area used for videoing is safe to use, minimising any trip hazards or risk of injury
- Any background has been cleared of any risk or inappropriate items
- Employees must ensure that their personal details remain confidential. Please ensure that your home address or contact details cannot be obtained through the video being watched.

6.2 Insurance

It is the employee's responsibility to assess the personal implications of home-based work with respect to taxation, insurance or leasing arrangements, though any Company equipment would be covered by the Company's own insurance. The Company holds liability insurances that provide cover for the legal liabilities of the Company and its employees whenever they are engaged in Company business. This cover applies irrespective of where the activity is taking place.

The Company's insurance will not cover the homeworker for personal liabilities arising from non-work activities. The homeworker must hold their own domestic insurances for household contents and, where applicable, household buildings. These insurances include cover for their personal liabilities as occupier/owner of the home. The employee must advise their insurers if they are working from home and using the premises and certain equipment, e.g. computers, for professional purposes on a regular basis. This would be considered a material fact by insurers and failure to notify this change could invalidate the insurances.

6.3 Costs/expenses

No contribution will be made by the Company towards normal household expenses attached to homeworking, such as broadband, heating, lighting, or council tax costs. When an employee is working at or from home, journeys made to any of the company's properties will not be reimbursed. The Company will cover expenses such as paper, printing ink, postage and other stationary. If you are unsure as to whether you can claim an item as an expense, please ask the Head.

6.4 Communication

Good communication is an essential part of any successful home-based work arrangement. Provision must be made to allow effective communication with work colleagues and external clients during the working day. Employees must be contactable at home throughout normal working hours by the line manager and other Company employees by both phone and email. The arrangements for contact should be agreed prior to the home working arrangement begins.

The employee's home phone number and home address may not be divulged without their express permission.

Under no circumstances are arrangements to be made for clients or representatives to meet with the employee at their home. All such meetings should be carried out at the Company premises or a similar professional setting in order to maintain the necessary level of professionalism and safety.

7. Responsibilities

7.1. Head responsibilities

- To grant permission for home working of school staff at their discretion and in writing, liaising with HR.
- To notify employees of relevant arrangements, and to provide the employee with a copy of this home working guidance.
- To ensure that an employee who has a home-based work arrangement has the same career development and training opportunities as all other equivalent employees.
- To notify the HR Officer of any staff who will be working from home.
- To ensure that the employee is aware of expectations and the required standard of work.
- To ensure that the appropriate health and safety risk assessments are carried out, the member of staff advised of the findings and necessary adjustments implemented, before any homeworking is undertaken.
- To provide regular feedback and to discuss and evaluate the arrangement.

7.2. Employee responsibilities

- To abide by the requirements of this document.
- To give details of a mobile or home telephone number and to facilitate communication with the team.

7.3. Human Resources responsibilities

- To provide advice and guidance to SLT and employees on how to effectively deal with homeworking at any level.
- To assist SLT with the fair and consistent application of the procedures.
- To ensure all homeworkers complete the homeworking self-assessment and the DSE self-assessment.
- To receive, monitor and advise on any health and safety issues raised by SLT or employees.
- To conduct an assessment for home-based working if required.

8. Working from home application process

Process for considering homeworking applications:

- The hours to be worked at home must be agreed and comply with the employee's contractual hours and the Company's policies on rest breaks and core working hours.

- The Head will approve the arrangements put in place and will notify the employee and the HR Officer.
- Once the arrangement is in place, both the Head and the employee must apply the same standards and follow the same procedures as they would if the employee were to be located at the Company premises i.e. with regard to planning and monitoring workload, assessing performance, engagement in review and training, etc. Specific review of the home-based working arrangement will be undertaken through the appraisal process.
- The agreement may be altered or discontinued at the request of the employee or at the discretion of the Company.
- If the home working arrangement is to be withdrawn, the Head will provide the employee with reasons why it is to be discontinued.



Home Working Risk Assessment Template

Use the following simple risk assessment to find out how safe your home working space really is. Take a look at the risks in the first column, answer 'yes' or 'no' as applicable and then make a note of what needs to be done to reduce or remove the risk if necessary.

Date		Assessor	
Location of Assessment			

Risk	Yes/No	Action Required
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Desk Area		
Do you have adequate space to work comfortably?		
Is there enough space underneath your desk to stretch your legs?		
Are there trailing electrical cables around your working area that need to be tied up?		
Is your working area warm, well-lit and well-ventilated?		
Do you need a desk lamp to improve lighting?		
Is your working area clutter free so that you can focus easily on the task?		

Display Screens Set-Up		
Is your desk chair set up correctly? Is your lower back supported, are there armrests and are your feet flat on the floor?		
Do you have enough surface space on your desk to work comfortably?		
Are your keyboard and mouse clean and within easy reach, without having to stretch?		
Is your display screen clean and positioned so there is no glare from a window or light?		
Is your display screen level with your eyes so it doesn't cause discomfort to your neck or head?		
Can you easily reach everything that you need without twisting and straining your upper body?		

Fire and Electrical Safety		
Are smoke detectors working and checked regularly, e.g. every month?		
Do you regularly dispose of waste, including papers, to prevent a build-up of fire 'fuel'?		
Does any electrical equipment spark or show signs of burns and so needs removing from use?		
Do any wires look damaged or frayed and so need removing from use?		
Do you regularly inspect your electrical equipment to check for signs of wear and tear?		
Do you switch off equipment when not in use?		
Do you have emergency arrangements in place in case of fire?		

Stress and Welfare		
Do you take regular breaks away from your workstation?		
Do you carry out regularly stretches at your desk to avoid stiff or sore muscles?		
Do you sit with a good posture or are you hunched over the desk?		
Do you have easy access to first aid equipment if required?		
If you regularly use a computer, do you have your eyes tested every year?		
Can you easily reach everything that you need without twisting and straining your upper body?		

Manual Handling		
Are all items that you need for work within easy reach?		
Are heavy items stored on lower shelves to avoid the need for lowering them?		
Do you know how to correctly pick up, carry and lower heavy items?		

Slips, Trip and Falls		
Are floor coverings, such as carpets and rugs, secure?		
Do you frequently carry hot drinks and food upstairs/downstairs and risk tripping?		
Are stairways and corridors clear of trip hazards?		
Is the floor area around your desk clear of boxes, papers and wires?		

Lone Working		
Are you familiar with your employer's lone working health and safety policy?		
Do you know the name and number of a manager or supervisor who you can get in touch with easily?		
Do you have a system for regularly 'checking in' with your employer if you are not visibly online each day?		
Is your home kept secure whilst you're working there?		
Are important files and laptops kept locked away securely when not in use?		

Number of Actions Required	
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Date Actions Completed	
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