

# Home Working Policy

<b>Policy Code:</b>	HR29
---------------------	------

**Policy Start Date:**

**Table of Contents**

<b>Section</b>	<b>Page</b>
<b>Statement of Intent</b>	<b>3</b>
1. Legal framework	3
2. Roles and responsibilities	3
3. Eligibility	5
4. Working from home	5
5. Types of home working arrangement	6
6. Equipment	7
7. Data Protection	8
8. Data collection and handling	8
9. Data security	8
10. Confidentiality	9
11. Application for working from home	9
12. Working from home request meeting	10
13. Outcome of a working from home request	10
14. Reasons for turning down a working from home request	11
15. Working from home requests that are granted	12
16. Appeals	12
17. Problems with a flexible working request	12
18. Conditions for home working	13
19. Assessing risks	13
20. Costs and expenses	14
21. Communication	14
22. Insurance	15
23. Monitoring and review	15

Community Inclusive Trust **Home Working Policy**





## Community Inclusive Trust **Home Working Policy**

- An automatic contractual right through express or implied terms; it is granted at the Trust's discretion and requires prior approval from the H

fixed pattern, or number, of days the employee will physically attend work each week. The employee can choose whether to work from home or attend work on the remaining days to suit the needs of their role. Adjustments can be made to this pattern on a temporary basis and the Trust must provide at least 1 weeks' notice in such cases. The employee's contractual place of work will remain as a CIT workplace.

- **Agile working:** The employee may conduct their work at any Trust premises or from their home address. They will be responsible for managing their own working arrangements to best meet the needs and requirements of their role. The employee's contractual place of work will remain as a CIT workplace.
- **Remote working:** The employee will work remotely and their contractual place of work will be recorded as their home address. Remote employees will still be required to attend the workplace at the discretion of their line manager, i.e. for meetings.
- **Temporary home working:** This is when an employee requests to work from home on a short-term basis or to complete a specific task. This will not require a formal Flexible Working Request and can be agreed between the employee and either Headteacher or ELT. Employees must have prior permission before working from home.

- 5.3. An employee's home working arrangement can be cancelled at any point if the conditions set out in section 18 are not sustained.





- 9.2. Laptops or computers used for home working will be assessed by IT prior to home working using the following checks:
- System security check – the security of the network and information systems.
  - Data security check – the security of the data held within the systems.
  - Online security check – the security of any online service or system, e.g. the Trust website.
  - Device security check – the security of the personal device, including any 'Bring your own device' (BYOD) systems.
- 9.3. Employees working from home will be encouraged to go paperless, where possible, as paper files cannot be protected digitally and may be misplaced.
- 9.4. If the use of paper is unavoidable, the Trust requires employees to take reasonable precautions, relevant to the sensitivity of the data, when storing and transporting documents. This may include the use of lockable bags and filing cabinets.

## **10. Confidentiality**

- 10.1. Employees are not permitted to let their family members or friends use any Trust equipment, in order to protect the confidentiality of any personal data held on the device – any employee found to have shared personal data without authorisation will be dealt with in accordance with the Trust's Disciplinary Policy and Procedure.
- 10.2. Employees will be informed if an unauthorised person enters the room whilst the employee is accessing data, the device in use should be locked immediately.
- 10.3. Employees will be informed if they need to leave their device unattended, the device in use should be locked or taken with them.
- 10.4. Employees will not verbally disclose personal data over the phone in the presence of an unauthorised person.

## **11. Application for working from home**

- 11.1. The employee making a request and their manager will be encouraged to informally discuss the following:
- Potential benefits to the to the staff member and the Trust.
  - Options for a flexible working arrangement and any compromises that could be made in cases where the request cannot reasonably be met.
  - Whether a trial period could be utilised to assess whether the flexible working arrangements would be suitable
- 11.2. All requests for working from home will be made in writing by completing the Home Working Application Form and will be submitted to the employees Headteacher (school staff) or relevant member of ELT (central staff/Headteachers).
- 11.3. Any request from the CEO will be submitted to the Chair of the Trust Board.
- 11.4. In their application, employees are required to include the following:

## Community Inclusive Trust **Home Working Policy**

- Date of application.
  - Requested changes they are seeking to their terms of employment.
  - Date on which they would like home working to commence.
  - A statement outlining it is a statutory request.
  - Whether they have previously made a request for flexible working and, if so, when.
  - A statement outlining if the request being made should be treated as that for a reasonable adjustment resulting from a disability or impairment.
- 11.5. The Trust will not reject out-of-hand a request that does not contain the required information. The Trust's HR department will explain to the employee what additional or amended information they need to provide and ask them to resubmit the request.
- 11.6. Where employees wish to make one-off or temporary amendments to their working arrangements, they will submit a non-

- Whether the employee is self-motivated and able to work without direct supervision?
  - Is the employee able to separate their work and home lives i.e. caring for a dependant?
  - How much attendance on-site is reasonably required?
  - What would the impact on other colleagues be?
  - Does the employee have a suitable home or other remote working environment available?
- 13.3. Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.
- 13.4. The Trust retains the right to grant applications in full or in part, e.g. the application may be accepted with some changes, or be granted on a temporary or trial basis.

- Your role is considered to be “front of house” and cannot be carried out remotely.
- Carrying out your role requires your physical attendance on the premises.

14.3. If a request has been rejected, the employee will be informed which of these reasons applies in writing, and of the appeal procedure.

14.4. If a request is clearly not appropriate, it can be rejected without the requirement for a meeting with the employee. However, employees will still have the right to appeal this decision.

## **15. Working from home requests that are granted**

15.1. If the request is upheld in full or in part, the employee and the Headteacher/ELT will discuss how and when the changes will take effect.

15.2. Any changes to terms and conditions, and the date on which they will commence, will be put in writing and sent to the employee as an amendment to their contract of employment/written statement of terms and conditions of employment as soon as is reasonably practicable.

## **16. Appeals**

16.1. Employees who are dissatisfied with the outcome of their request are allowed to lodge an appeal in writing within 14 days of the notification, with the appeal to be heard within 14 days.

16.2. Any appeal must be dated and must set out the grounds on which the appeal is being made.

16.3. A meeting will be held to discuss the appeal. An employee should be given the right to be accompanied.

16.4. This meeting will be held by an appeals panel comprised of the following people:

- School based employees – panel of 3 who must be Headteachers, members of the Local School Board or Executive Leadership Team.
-

- 17.2. If an employee is dissatisfied with the way in which their request has been handled, they can raise a grievance under the Trust's Grievance Procedure and Policy.
- 17.3. If an employee fails to attend a meeting, including an appeal meeting, and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

## **18. Conditions for home working**

- 18.1. Any agreement for home working, other than remote working where there will be a change of contractual working place, will be subject to the following conditions:
  - Continued and sustained satisfactory performance and productivity.
  - Being routinely contactable and available during your agreed working hours.
  - Appropriate establishment and maintenance of a safe and effective home working environment that complies with our risk assessment.
  - Ability to reasonably follow management guidance and requests to attend the workplace as required.
  - No issues or concerns regarding your conduct or professionalism.

**20. Costs and expenses**

20.1. The Trust will not contribute to any household expenses incurred whilst performing

## Community Inclusive Trust **Home Working Policy**

21.12. If any incidents or near-misses occur in an employee's home, they are required to report these to their line manager immediately so appropriate action can be taken.

21.13. A meeting will be held with the Headteacher/ELT and or CIT HR following any incident and, if necessary, another risk assessment of the employee's home will be conducted.

### **22. Insurance**

22.1. The Trust will hold liability insurance that provides cover for the legal liabilities of the Trust and its employees.

22.2. The liability insurance policy held by the Trust will cover employees who work from home; however, this will not cover employees for personal liabilities arising from non-work activities.

22.3. Employees should ensure they have their own domestic insurance policies in places for household contents and buildings.

### **23. Monitoring and review**






More detailed information about these arrangements can be found in the CIT Home Working Policy.

[Redacted]	
[Redacted]	
[Redacted]	
	[Redacted]

--	--	--

	[Redacted]				[Redacted]
--	------------	--	--	--	------------