



Good Apple

Independent School

Working from Home

Date	Review Date	Coordinator	Nominated Committee member
23/03/2020	continuous	Natalie Myers	Tammy Goddard

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Health and Safety at Work Act 1974
- Employers' Health and Safety Policy Statements (Exception) Regulations 1975
- Safety Representatives and Safety Committees Regulations 1977
- Health and Safety (Display Screen Equipment) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Management of Health and Safety at Work Regulations 1999
- Education (School Premises) Regulations 1999
- Education Act 2002
- School Staffing (England)(Consolidation) Regulations 2009
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Managing for Health and Safety (HSE)
- School Teachers' Pay and Conditions Document (STPCD)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We recognise our responsibilities under the Health and Safety at Work Act 1974 and will take all reasonably practicable steps to provide and maintain safe and healthy working conditions (on the school premises and during school-sponsored activities), equipment and systems of work for all our pupils, school personnel and visitors to the school.

We believe working at home is a formal arrangement that allows a member of the school personnel to work at home when required or on a more regular basis as agreed with the governing body. We realise that working at home provides a better work life balance and also allows individuals to complete assignments without interruption.



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We will seriously consider all requests for home working if we think that the school and the individual member of the school personnel will benefit from it. However, we have a duty of care to all school personnel working from home and the requirements of the health and safety legislation apply to everyone working from home. Therefore, on all occasions we will undertake a thorough risk assessment of the home working arrangements and the suitability of the home working environment such as ventilation, temperature, lighting, flooring, work space, chair, desk, computer, workstation and fire safety.

We acknowledge that we are responsible for any equipment that we supply but it is the responsibility of the 'home worker' to correct any flaws highlighted in the risk assessment and to maintain the working environment to a high standard.

Public liability insurance must be checked to ensure that it covers the school personnel's home office. We expect those members of the school personnel who periodically work from contact and check with their own home insurers that they are totally covered.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.



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Aims

- To consider all requests for home working.
- To ensure all arrangements are in place for working at home.
- To provide a duty of care to all school personnel working from home.
- To share good practice within the school and with other schools.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Committee

The committee has:

- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- purchase appropriate equipment such as a computer desk, laptop and broadband connection in order for the Headteacher to work at home;
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities committee member to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link committee member to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;



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- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel are aware of and comply with this policy;
 - consider all requests for working at home;
 - ensure that:
 - the member of the school personnel requesting home working has:
 - a suitable area at home to work;
 - risk assessments are in place for working at home;
 - public liability insurance covers the home worker's office;
 - the following equipment is in place:
 - desk / workstation
 - laptop
 - phone
 - adequate internet connection
 - IT support
 - lines of communication between home and school are in place such as phone, Skype®, email, SLACK.
- agree with school personnel how often home working takes place;
- annual review home working;
- ensure consent forms outlining what will be undertaken during home working will be signed and agreed by the 'home worker' and by the Headteacher;
- ensure good practice is shared throughout the school;
- have due regard to his/her own health and wellbeing when working at home;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- make effective use of relevant research and information to improve this policy;



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- provide guidance, support and training to all staff;
- make effective use of relevant research and information to improve this policy;
- monitor the effectiveness of this policy by speaking with school personnel.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- ensure:
 - that all flaws highlighted by the home environment risk assessment are corrected before the commencement of any home working.
- have due regard to their own health and wellbeing when working at home;
- be aware of all other linked policies;
- maintain high standards of ethics and behaviour within and outside school and not to undermine fundamental British values;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Parents/Carers

Parents/carers will be made aware of the importance of school personnel to periodically work from home.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus;
- the Staff Handbook;
- meetings with school personnel.



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Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Risk Management and Risk Assessment
 - Medical and First Aid
 - Fire Safety
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the committee for further discussion and endorsement.



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Linked Policies

- Continuing Professional Development
- Dedicated Headship Time
- Fire Safety
- Health and Safety
- Medical and First Aid
- Professional Learning Communities
- Risk Management and Risk Assessment
- School Effectiveness
- School Improvement
- Work-Life Balance

See Appendices Documents section on Policies for Schools Website

- Frequency of Policy Monitoring
- Monitoring Implementation and Policy Effectiveness Action Plan
- Initial Equality Impact Assessment
- Policy Evaluation
- Policy Approval Form

Headteacher:	Natalie Myers	Date:	23/03/2020