



The
MAST
 Academy Trust

Policy	Working from Home policy	
Owner	The Mast Executive Administrator	
Date approved	17th June 2021	
Approver	Trust Board Staffing Committee	
Date consulted on with recognised trade unions		February 2020
Date adopted following consultation process on		June 2021

Current version	V1.0
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Next review due	Summer term 2024
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Objective of Policy	
<p>This policy aims to:</p> <ul style="list-style-type: none"> • Set out expectations for staff working from home • Outline how the school will support staff to work from home when they need to <p>This policy applies to all staff, with the exception of volunteers (unless agreed by the Headteacher).</p> <p><i>An impact assessment is undertaken annually on all staffing policies to ensure that no groups or individuals with protected characteristics are unintentionally disadvantaged by the policy or practice.</i></p>	

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of Policy

Sign off requirements			
Approvers		Position	
Staffing Committee		Trust Board	
Reviewers		Position	
Natasha Greenough		CEO The MAST	
Dorcas Atkinson		Trust representative	
Unions consulted			
ASCL	GMB	NEU, (ATL)	NAHT
NASUWT	UNISON	UNITE	

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1. Roles and responsibilities

1.1 CEO and Headteacher

The CEO and Headteacher is responsible for ensuring that this working from home policy is applied consistently across the school(s).

1.2 The Trust Board and Local Governing Body

The Trust Board has delegated approval of this policy to the Staffing Committee.

The Trust Board and Local Governing Body and hold the CEO and Headteacher (respectively) to account for its implementation.

1.3 Other staff

Staff will ensure they follow the expectations in this policy.

2. Circumstances when staff may work from home

Staff may work home if they are:

- Doing flexible working – see also section 3.1
- Following clinical/and or public health advice
- In agreement from their line manager
- Directed by the Trust or School

Where staff are unsure about whether they can or should work from home, they must speak to their line manager.

If a staff member is unable to work for any reason when they would be working from home, for example due to sickness or caring for a dependent, they will report this using the school's normal absence procedure, as set out in the [Staff Attendance Policy](#).

Where an employee has enhanced contractual terms the enhanced terms will continue to apply.

3. Working hours

When working from home, staff are expected to be available as per their usual contractual hours.

Outside of these hours, staff are not required to correspond with other staff members, parents or pupils – unless in an emergency, they're working flexible hours (see 3.1) or they have prior written agreement from the school.

3.1 Flexible working

Our policy on flexible working continues to apply where staff are working flexible hours from home. To discuss flexible working, contact your line manager.

5. Duties

Wherever possible, staff working from home will carry out their normal duties in line with their job description/contract of employment, with adaptations where necessary. Any adaptations will follow school practice or otherwise be agreed with the line manager or Headteacher.

Where it is not possible for a staff member to carry out some or all of their normal duties from home, their line manager will discuss and agree alternative arrangements with the individual concerned.

If under any circumstances, an employee requires clarification when working remotely, they should contact their line manager.

6. Wellbeing support

To support the wellbeing of staff who are working from home, the school will:

- Ensure line managers maintain regular contact and communication with their teams, through phone calls or virtual meetings, in line with normal procedures.
- Encourage line managers to discuss the caring or childcare responsibilities of employees and adapt the duties and/or working hours of home workers to accommodate these, in line with our flexible working guidance: <https://www.gov.uk/flexible-working>
- Provide home workers with regular updates and communications in line with the rest of the workforce, for example through staff newsletters or enabling remote access for staff briefings.
- Give staff information about support available to them during their period of home working e.g. training and support from the Schools Advisory Service.

Strategies that staff can employ to support their own wellbeing whilst working from home are:

- Establishing a routine, including a start and end time to your work, as agreed with your manager.
- Discussing home working arrangements with family or the other people you live with and try to establish boundaries so you can work uninterrupted.
- Maintain a healthy lifestyle, including good nutrition and plenty of sleep.
- Taking a lunch break.
- Staying connected with other colleagues.
- Taking regular breaks throughout the day to get away from your screen / desk.

Staying active, either by taking a walk or doing simple stretches and exercise at home.

Staff should communicate with their line manager if their wellbeing is being affected while working from home. Alternatively, they can contact the Headteacher. Schools Advisory Service on: 01773 814403 which is a confidential service. Employees should note that this service will not notify school.

7. Safeguarding

Where staff are interacting online with pupils while working from home, they will continue to follow our existing policies:

- Safeguarding Policy
- Staff code of conduct Policy
- Data Protection Policy
- Information security Policy
- ICT and internet acceptable usage policy (including best practice guidance).

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8. Technical support

8.1 Equipment

The Trust or school will provide a laptop for use when working from home. Staff must follow the [information security guidance and ICT and acceptable usage policy at all times](#).

8.2 IT support

If staff are having issues with technical equipment while working from home, they should contact: helpdesk@themast.co.uk

8.3 Workstation safety

The Mast Academy Trust recommends that staff set up an appropriate space for working at home so they do not cause physical injury to themselves. Where possible, it recommends that staff aim to:

- Sit upright at a table/desk, on a chair
- Raise their laptop/tablet (e.g. using books or a stand)
- Use a separate keyboard and mouse
- Have appropriate lighting near to the workstation

Staff will be provided with information on how to create a safe workstation and DSE training and risk assessment. Smartlog training must be complete when advised. In the case of longer term arrangements, the school/trust will discuss requirements with the staff member.

9. Data protection

All staff members will take appropriate steps to ensure their devices remain secure, using the specified device issued by the school/trust for the purpose of work. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Ensuring the hard drive is encrypted – this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Ensuring any device has anti-virus and anti-spyware software installed
- Keeping operating systems up to date – always install the latest updates

The [Information Security policy](#) must be followed at all times.

10. Monitoring arrangements

This policy will be reviewed every 3 years by the Staffing Committee and will include consultation with the recognised trade unions/

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

11. Links to other policies

This policy links to the following policies:

- Staff wellbeing policy
- Safeguarding and Child protection policy
- ICT and internet acceptable usage policy
- Data protection policy
- Privacy notices
- Information security guidance
- Staff code of conduct policy

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