

Three Counties Academy Trust



# Flexible Working Policy

## #HR7

Last updated: 16 January 2024

Review Date: 31 January 2028

## **Statement of intent**

Three Counties Academy Trust (TCAT) believes that allowing staff to work from home can increase their motivation, promote a healthy work-life balance, reduce employee stress, and improve performance and productivity.

TCAT recognises that there may be an increased risk to the health and safety of employees when working alone at home. Under the Health and Safety at Work etc. Act 1974, TCAT has a duty to ensure, as far as is reasonably practicable, the health, safety, and welfare of its employees.

TCAT appreciates that staff may be tempted to work longer hours if they work from home; however, TCAT's policy on paid overtime will be outlined in the employees' contracts.

All TCAT employees are covered by this policy as TCAT uses Hoople HR as our provider for HR support as appointed by the Trust Board.

This policy applies to both teaching and support staff members in TCAT schools and takes account of the differing terms and conditions.

The procedures within this policy document will be followed as prescribed.

To that effect, we subscribe to and promote the Flexible Working Policy (HR014) as set out by our HR partners Hoople and used across the county of Herefordshire. The latest version of this policy will be the version used if and when need arises.

The latest (HR014) Flexible Working Policy can be obtained on request from the TCAT Central Team or from the Headteacher/Head of School and is the full and unabridged version as ratified by Hoople and adopted by the TCAT Trust Board.