

NENE EDUCATION TRUST

EMERGENCY HOMEWORKING POLICY

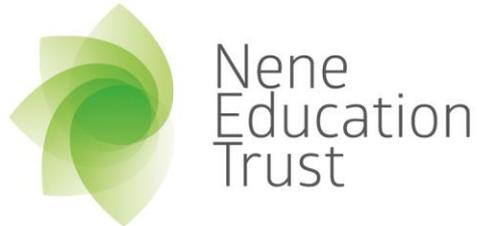
Key Manager	Trust CEO
Emergency Ratification by Trust Chair	19 March 2020
Review Dates:	Autumn 2020
Location of Policy:	Trust wide
Access to Policy:	Open
Policy Context:	This Policy applies to all staff of the Trust and to those others offered access to such resources.

Revision History

Revision Date	Description	Sections Affected	Revised By	Approved By
19 March 2020	New Policy	All	CEO	Trust Chair

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk



Signed:	Signed:
Dudley Hughes Chair of Nene Education Trust Board	Chris Hill CEO Nene Education Trust

CONTENTS

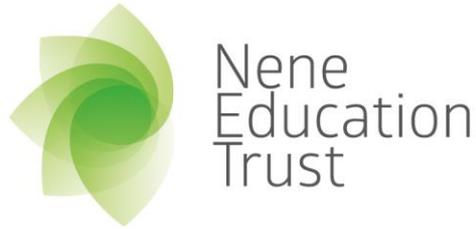
- 1) About this policy
- 2) Homeworking arrangements
- 3) Applying for homeworking
- 4) Working at home: equipment
- 5) Working at home: data and confidentiality
- 6) Working at home: health and safety

Appendix 1

Temporary Homeworking Self-Assessment Checklist

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk



EMERGENCY HOMEWORKING POLICY

1. ABOUT THIS POLICY

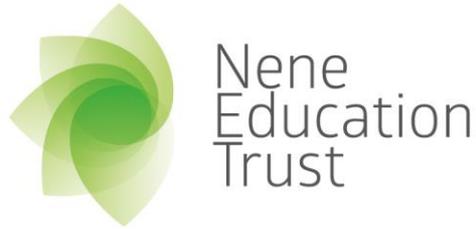
- 1.1 We support homeworking where it is essential either to respond to specific circumstances or to complete particular tasks.
- 1.2 This policy sets out how we will deal with requests for emergency homeworking, and conditions on which homeworking will be permitted. If you are authorised to work from home, you must comply with this policy.
- 1.3 This policy does not form part of your employment contract and may be amended or withdrawn at any time.
- 1.4 This policy applies to all employees
- 1.5 Unions have been advised of this policy,

2. HOMEWORKING ARRANGEMENTS

- 2.1 There are a number of circumstances in which the ability to work from home on an occasional or temporary basis may be of benefit to you and the School/Trust due to a short-term emergency, including:
 - (a) when, despite being fit to work, travelling to the office is difficult (for example, due to recovery from an injury such as a broken leg);
 - (b) when public transport has been disrupted (for example by the weather or by a strike, that affects your travel arrangements); or
 - (c) when recommended due to health concerns;
 - (d) Some other reason that is beyond the control of the School/Trust
- 2.2 In these circumstances working at home can be authorised by your line manager where, in their opinion:
 - (a) you have work that can be undertaken at home; and
 - (b) working at home is either;

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk



- (i) cost-effective and any increase in work that may be passed to your colleagues as a result is kept to a minimum;
- (ii) a short-term necessary requirement.

2.3 Your line manager will, where necessary, liaise with **your SLT link** to confirm arrangements.

2.4 If you do carry out emergency homeworking, you remain subject to the same rules and procedures, performance and conduct standards as under normal circumstances.

3. APPLYING FOR HOMEWORKING

3.1 Emergency homeworking usually needs to be arranged at short notice either by you or the School/Trust. In such circumstances you should contact your line manager or (where the homeworking is at our request) your line manager will contact you to discuss whether or not homeworking is appropriate in the circumstances.

3.2 In order to work from home, you will need to be able to show that you can:

- (a) work independently, motivate yourself and use your own initiative;
- (b) manage your workload effectively and complete work to set deadlines;
- (c) identify and resolve any new pressures created by working at home; and
- (d) adapt to new working practices including maintaining contact with your line manager and colleagues at work.

3.3 Once a conversation has taken place to ascertain whether emergency homeworking is suitable, the decision taken will be confirmed in writing (usually by email). You will be advised:

- (a) how long it is anticipated, based on your conversation, that the emergency homeworking arrangement will last;
- (b) when the emergency homeworking will commence;

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

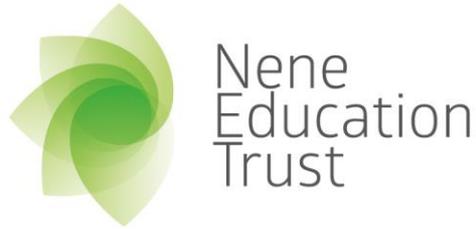
T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk



- (c) whether the homeworking will apply to all or part of your working week and, if only part, which days you will work from home;
 - (d) how you would be required to organise your work from home including how you would ensure the security of documents and information, where appropriate;
 - (e) if different from your current hours of work, the hours of work that you propose apply when you are working at home; and
 - (f) how you/the School/Trust envisage contact with your line manager being maintained, how your work will be set and progress monitored.
- 3.4 The School/Trust may also ask for you to agree to a home visit by a Senior member of the School/Trust team in order to carry out a risk assessment, install or service equipment, or to reclaim equipment on termination of your homeworking arrangement.
- 3.5 Any terms on which it is agreed that you may work from home will include the following:
- (a) The School/Trust reserves the right to terminate the emergency homeworking arrangements, for example if the circumstances change such that homeworking is no longer suitable, subject to reasonable notice.
 - (b) You will be subject to the same performance measures, processes and objectives that would apply if you worked at the School/Trust premises.
 - (c) Your line manager will remain responsible for supervising you, will regularly review your homeworking arrangements and take steps to address any perceived problems. They will ensure that you are kept up to date with circulars and information relevant to your work.
 - (d) You agree to attend a reasonable location stipulated by us for meetings, training courses or other events which we expect you to attend where deemed necessary.
 - (e) Working at or from home may affect your home and contents insurance policy, mortgage, lease or rental agreement. You must make

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk



any necessary arrangements with your insurers, bank, mortgage provider or landlord before commencing homeworking.

4. WORKING AT HOME: EQUIPMENT

4.1 You should already have any equipment that you reasonably require to work from home prior to commencing emergency homeworking. This equipment will remain School/Trust property despite being in your home. Where equipment is provided you must:

- (a) use it only for the purposes for which it has been provided;
- (b) take reasonable care of it and use it only in accordance with any operating instructions and School/Trust policies and procedures; and
- (c) make it available for collection on behalf of the School/Trust when requested to do so.

4.2 If you intend to use any personal equipment whilst homeworking, you must first obtain approval to ensure its suitability. The School/Trust are not responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for the School/Trust.

4.3 The School/Trust are not responsible for associated costs of you working from home including the costs of heating, lighting, electricity or telephone calls.

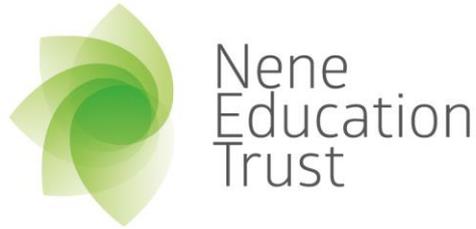
5. WORKING AT HOME: DATA SECURITY AND CONFIDENTIALITY

5.1 All equipment and information must be kept securely. You should take all necessary steps to ensure that private and confidential material is kept secure at all times. Your line manager must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with School/Trust requirements. Please refer to the Trust Data Protection Policy.

5.2 You may only use equipment which has been provided by or authorised by the School/Trust. You agree to comply with School/Trust instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so.

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk



5.3 You confirm that you have read and understood School/Trust policies relating to computer use, electronic communications and data security and that you will regularly keep yourself informed of the most current version of these policies.

5.4 If you discover or suspect that there has been an incident involving the security of information relating to the School/Trust, students, families or anyone working with or for the School/Trust, you must report it immediately to your manager.

6. WORKING AT HOME: HEALTH AND SAFETY

6.1 When working at home you have the same health and safety duties as other staff. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions.

6.2 The School/Trust retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.

6.3 You must not have meetings in your home with students and/or families and must not give students and/or family members your home address or telephone number under any circumstances.

6.4 You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing. If at any point you have any concerns regarding your welfare, please speak with your line manager.

6.5 If you are unable to carry out work on a homeworking day due to illness or incapacity, you must follow the usual sickness absence procedures. If you are unsure, please speak to your line manager.

6.6 You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager.

6.7 The School/Trust will reassess the homeworking arrangement regularly.

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk

Appendix 1

WORKING FROM HOME SELF ASSESSMENT

Name:	Date:
Address:	
Description of room/space to be used for work (e.g. small, first floor office)	

This checklist should be completed for the location you propose to work in. Your line manager will use the information provided to determine if further risk control measures need to be put in place before they agree to you carrying out occasional work at home.

	Yes ✓	No ✗	Comments
Work space			
Is there enough space for you to work efficiently and safely?			
Are walkways clear of trailing leads and other tripping hazards?			
Is the lighting adequate for you to read documents and view the computer screen?			
Is the temperature and ventilation suitable for the work being undertaken?			
Workstation & computer			
Is the workstation, chair, screen etc., suitable to allow you to work effectively without causing discomfort?			

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk

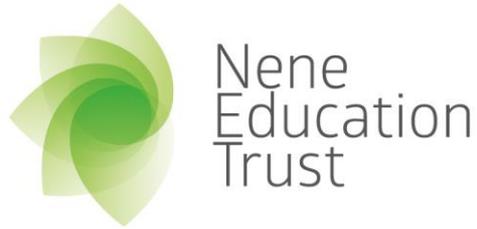


If you use a laptop or tablet, have you considered the use of separate mouse, keyboard or screen combinations to enable you to work more effectively?			
Electrical Equipment			
Is the domestic electrical system adequate for the equipment being used?			
Are plugs and cables in good condition and without signs of damage?			
Work Practices			
Can you arrange work or alternate tasks to ensure you take regular breaks away from keyboard work?			
Do you have regular supervision or one to one's with your line manager?			
Are there arrangements for regular contact with team colleagues?			
Emergencies			
Is your home smoke alarm in working order?			
Is there a simple and safe means of getting to and from your workspace at all times?			
Do you have suitable arrangements in place to deal with emergencies?			
Do you know how to report accidents or incidents?			

Do you have any other comments about your working conditions or any other health and safety concerns?

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk



I understand that if any of my responses change I must inform my line manager immediately.

Employee Signature

Date

Line Manager Signature

Date

Line Manager Name (print)

Please detail any risk reduction actions that need to be addressed before working from home is agreed.

Completed: YES / NO

Signature & date

CEO: Mr C Hill
Mountbatten Way, Raunds,
Wellingborough, Northamptonshire
NN9 6PA

T: 01933 623921
E: enquiries@neneeducationtrust.co.uk
www.neneeducationtrust.co.uk