



Cumbria  
Academy  
for Autism

# Working From Home Policy

Ratified Date:	7 <sup>th</sup> December 2020
Signed:	
	Lynne Thornton, Chair of Governors
Review Date:	June 2021

## REVIEW SHEET

The information in the table below provides details of the earlier versions of this document and brief details of reviews and, where appropriate amendments which have been made to later versions.

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## 1. Aims

This policy aims to:

- Set out expectations for staff working from home
- Outline how the school will support staff to work from home when they need to

This policy applies to all staff, with the exception of volunteers.

## 2. Roles and responsibilities

### 2.1 Headteacher

The headteacher is responsible for ensuring that this working from home policy is applied consistently across the school.

### 2.2 The governing board

The governing board will approve this policy and hold the headteacher to account for its implementation.

The governing board will hold the Headteacher to account for the implementation of this policy. The governing board has delegated the approval of this policy to Richard Aindow: Headteacher

### 2.3 Other staff

Staff will ensure they follow the expectations in this policy.

## 3. Circumstances when staff may work from home

Staff may work home if they are:

- Doing flexible working – see also section 4.1
- Following clinical/and or public health advice

Where staff are unsure about whether they can or should work from home, they must speak to Senior Leadership Team, Line manager, or the Head.

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 our absence procedure.

## 4. 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 4.1) or they have prior written agreement from the school.

#### 4.1 Flexible working

Our policy on flexible working would continue to apply where staff are working flexible hours from home, but we have nobody on flexible working currently.

### 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 their SLT Line manager, or the Head.

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

Where staff are unsure about what work they should be carrying out while working from home, they will speak to their SLT Line manager, or the Head.

### 6. Wellbeing support

To support the wellbeing of staff who are working from home, the school will provide as described in the sickness and wellbeing policy, as well as an open door policy with SLT for communication.

Staff should communicate with their SLT Line manager, or the Head if their wellbeing is being affected while working from home.

### 7. Safeguarding

Where staff are interacting online with pupils while working from home, they will continue to follow our existing Code of Conduct, IT Acceptable Use Policy and Child Protection Policy.

- Remote teaching practices: If staff are pre-recording videos to share, live-streaming lessons, making video calls or phoning pupils. See the Department for Education's guidance on [safeguarding during remote learning](#) and our article on [safeguarding pupils and staff during remote learning](#), for further updates and clarification with this

## 8. Technical support

### 8.1 Equipment

Staff will be able to request technical equipment in cases where they do not have access at home to suitable technology.

All requests will be subject to approval based on a hierarchy of need and availability of equipment at the time.

If staff are loaning equipment, they must agree and sign our IT Equipment Loan Agreement before they receive the equipment.

### 8.2 IT support

If staff are having issues with technical equipment while working from home, they should contact:

- Richard Aindow at [r.aindow@cumbriaacademyforautism.org.uk](mailto:r.aindow@cumbriaacademyforautism.org.uk)

### 8.3 Workstation safety

The 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

## 9. Data protection

All staff members will take appropriate steps to ensure their devices remain secure. 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

- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date – always install the latest updates

## **10. Monitoring arrangements**

This policy will be reviewed Biannually by SLT.

At every review, this policy will be approved by the full Governing Body.

## **11. Links to other policies**

This policy links to the following policies:

- Sickness and wellbeing policy
- Child protection policy
- ICT acceptable use policy
- Data protection policy and privacy notices
- Staff code of conduct/behaviour policy