

Community Inclusive Trust **Home Working Policy**

Ensuring all employees adhere to the Trust's Data Protection Policy when working from home.

Ensuring laptops used for lone working are resilient, able to efficiently recover lost data and have sophisticated cyber security.

2.6. Employees are responsible for:

Upholding their professional duties at all times when they are working from home.

Submitting applications to the Headteacher or ELT, subject to their approval, before beginning their home working.

x Taking reasonable care of themselves when working from home.

Following the guidance and procedures outlined in this policy for safe working practices.

Reporting any incidents that may affect the health and safety of themselves or others to the Headteacher or ELT and asking for guidance as appropriate.

Taking part in any training conducted to meet the requirements of this policy.

Reporting any dangers or potential dangers they identify, as well as any concerns they may have in respect of working alone at home to the Headteacher, ELT or CIT HR.

3. Eligibility

3.1. All employees have a statutory right to request to work flexibly after 26 weeks of service.

3.2. The Trust will expand this right to all employees regardless of length of service.

4. Working from Home

4.1. For the purposes of this policy, working from home will be understood to include lone working; employees working by themselves without close or direct supervision.

4.2. The Trust will not treat working from home as:

An automatic contractual right through express or implied terms; it is granted at the Trust's discretion and requires prior approval from the Headteacher, ELT or Trust Board as appropriate.

Intended to create a situation in which staff members feel obliged to work excessive hours.

An automatic condition in which the Trust must provide equipment for use at home, e.g. stationery.

A substitute for the care of dependants, e.g. children.

4.3.

- 4.13. All employees who are permitted to work from home must be based within the UK.

5. Types of Home Working Arrangements

- 5.1. The Trust recognises employees may wish to apply for various home working arrangements to suit their personal needs and the needs of the role.
- 5.2. The Trust have identified 3 main types of home working arrangements which are as follows:

Hybrid Working: The employee will split their time between working at their home address and Trust premises. The agreement will normally set out a fixed pattern, or number, of days the employee will physically attend work each week. The employee can choose whether to work from home or attend work on the remaining days to suit the needs of their role. Adjustments can be made to this pattern on a temporary basis and the Trust must provide at least 1 weeks' notice in such cases. The employee's contractual place of work will remain as a CIT workplace.

Agile Working: The employee may conduct their work at any Trust premises or from their home address. They will be responsible for managing their own working arrangements to best meet the needs and requirements of their role. The employee's contractual place of work will remain as a CIT workplace.

Remote Working: The employee will work remotely and their contractual place of work will be recorded as their home address. Remote employees will still be required to attend the workplace at the discretion of their line manager, i.e. for meetings.

Temporary Home Working: This is when an employee requests to work from home on a short-term basis or to complete a specific task. This will not require a formal Flexible Working Request and can be agreed between the employee and either Headteacher or ELT. Employees must have prior permission before working from home.

- 5.3. An employee's home working arrangement can be cancelled at any point if the conditions set out in section 18 are not sustained.

6. Equipment

- 6.1. If an employee is provided with a Trust device,

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- 6.3. For employees whose contractual place of work is a CIT premises they should arrange to attend the workplace to carry out required printing. Printers and/or ink cartridges will not be provided by the Trust and these employees cannot claim for such items as expenses.
- 6.4. Remote employees may be able to request certain items of equipment, including printers and ink cartridges and these requests should be detailed and agreed to in the application process before remote working commences.
- 6.5. All employees can order office stationery i.e. pens, notepads, etc. through the school/office stationery ordering process.
- 6.6. Any defects on Trust IT equipment used for home working will be reported to IT for repair.
- 6.7. Where employees are required to use their own equipment, they will take reasonable steps to maintain this equipment to ensure it is in good working order.
- 6.8. Employees will ensure they have suitable telephone and broadband available and contact their provider in the event of any technical issues.
- 6.9. Laptops or computers used for work will be protected by anti-

- 12.5. The meeting will take place in a private meeting room enabling the discussion to be kept away from other employees.
- 12.6. The aim of the meeting is to find out more about the proposed working arrangements and how they could be of benefit to both the employee and the Trust.

13. Outcome of a Working from Home Request

- 13.1. Following the meeting employees will be informed of the final decision in writing as soon as possible, within a maximum of 14 days.

- 13.2. When considering a request, the following will be taken into consideration:

Can the employee carry out the main functions of their role effectively from home?

Does the employee require daily, or regular, face-to-face supervision or management?

Whether the employee is self-motivated and able to work without direct supervision?

Is the employee able to separate their work and home lives i.e. caring for a dependant?

How much attendance on-site is reasonably required?

What would the impact on other colleagues be?

Does the employee have a suitable home or other remote working environment available?

- 13.3. Each request will be considered on a case-by-case basis. Agreeing to one request will not set a precedent or create the right for another employee to be granted a similar change to their working pattern.
- 13.4. The Trust retains the right to grant applications in full or in part, e.g. the application may be accepted with some changes, or be granted on a temporary or trial basis.
- 13.5. If an application is granted on a temporary basis, or trial period, this will be confirmed in writing together with the length of the trial. The employee will also be made aware of the success criteria for the trial.
- 13.6. A review meeting will be held at the end of a trial period to decide whether the arrangement can be granted on a permanent basis, extended for a further trial or rejected.
- 13.7. If an agreement does not include any contractual changes of location then the Trust reserves the right to immediately revoke the approval to work from home if any of the conditions in section 19 are not met.
- 13.8. If an agreement does not include any contractual changes of location but no longer meets the operational business needs of the Trust then the Trust reserves

the right to revoke the approval to work from home by giving an employee 4 weeks' notice in writing.

14. Reasons for Turning Down a Working from Home Request

14.1. The employee will be given reasons for the rejection of any request. Those reasons must be for one or more prescribed business reasons, which are as follows:

- The burden of additional costs.
- An inability to reorganise work among existing staff.
- An inability to recruit additional staff.
- A detrimental impact on quality.
- A detrimental impact on performance.
- A detrimental effect on ability to meet the need of stakeholders.
- Insufficient work for the periods the employee proposes to work.
- A planned structural change to the business.
- Your role is pupil facing and cannot be carried out remotely.
- Your role is considered to be "front of house" and cannot be carried out remotely.
- Carrying out your role requires your physical attendance on the premises.

14.2. If a request has been rejected, the employee will be informed which of these reasons applies in writing, and of the appeal procedure.

14.3. If a request is clearly not appropriate, it can be rejected without the requirement for a meeting with the employee. However, employees will still have to right to appeal this decision.

15. Working from Home Requests that are Granted

15.1. If the request is upheld in full or in part, the employee and the Headteacher/ELT will discuss how and when the changes will take effect.

15.2. Any changes to terms and conditions, and the date on which they will commence, will be put in writing and sent to the employee as an amendment to their contract of employment/written statement of terms and conditions of employment as soon as is reasonably practicable.

16. Appeals

16.1. Employees who are dissatisfied with the outcome of their request are allowed to lodge an appeal in writing within 14 days of the notification, with the appeal to be heard within 14 days.

16.2. Any appeal must be dated and must set out the grounds on which the appeal is being made.

16.3. A meeting will be held to discuss the appeal. An employee should be given the right to be accompanied.

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19. Assessing Risks

19.1. The Trust will meet its duty to assess risks of employees working from home and

22.3. Employees should ensure they have their own domestic insurance policies in places for household contents and buildings.

23. Monitoring and Review

23.1. This policy will be reviewed every two years.

23.2. Any changes to this policy will be communicated to all employees.

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More detailed information about these arrangements can be found in the CIT Home Working Policy.

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