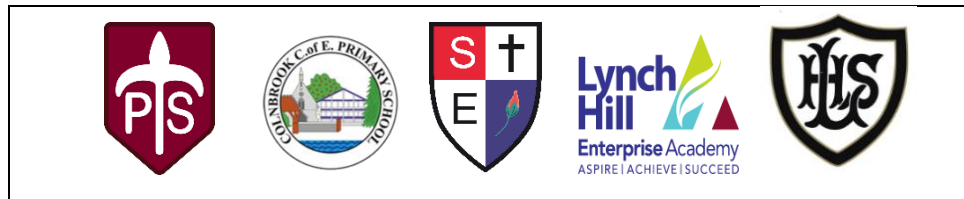




Slough and East Berkshire  
C of E Multi Academy Trust



# Homeworking Guidelines

## Guidance for all SEBMAT staff

Category:	Discretionary
Owner:	SEBMAT trustees/directors and local governing bodies
Ratified by trustees/directors	March 2022 Signature: <i>Charles</i>
Date policy to be reviewed every 4 years or sooner if necessary	March 2026

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## **1. Scope**

This guidance applies to all employees of the SEBMAT Trust where there is agreement from the senior leadership to working from home.

## **2. Purpose**

This guidance explains the basic principles of homeworking in exceptional circumstances. It covers the safeguards that need to be put in place and the practical arrangements that make homeworking a success for the Trust, its schools and the member of staff concerned.

Homeworking does not entitle you to choose when and how you work unless you have been advised differently by management. It simply means doing your job from home as you would in your normal work setting as far as this is possible.

## **3. Homeworking Considerations**

If you work from home, contractual obligations, duties and responsibilities remain in place and you remain subject to the same rules, procedures and expected standard of conduct and performance as you would in your normal place of work. Our workplace policies should continue to be observed.

We want you to remain as involved as possible in the Trust's business and our activities while you are working from home. This includes having access to news, events and benefits, such as welfare support, as well as online opportunities for ongoing professional development and training.

We will endeavour to keep in regular contact with you during your homeworking via phone, text, e-mail or video conferencing and you are expected to reciprocate this where necessary.

If you at any point feel isolated or lacking guidance or support, you should discuss this with your manager in the first instance or a HR staff member from the Trust core team.

If you cannot work because of illness or injury, you must follow the usual procedure set out in the Trust's Managing Attendance Policy.

Where an ICT or other problem prevents you from working effectively from home, you should contact your manager immediately.

The Trust expects you to have the personal attributes and skills that means you should be able to do your job effectively from home. This includes:

- the ability to work independently
- self-motivation
- self-discipline
- good time management
- being accessible
- the ability, through remote technology, to access materials you will need and speak with people you'll need to speak with
- being able to separate work life and home life.

Your home environment should be suitable for homeworking. This includes having:

- a safe working area
- a good internet connection
- due regard to health and safety considerations
- due regard to confidentiality.

When working from home, the policies and procedures that you need to have particular regard to are:

- Data Protection
- Code of Conduct
- Alcohol and Drug Abuse Policy
- ICT Usage Policy
- Social Media Policy
- All safeguarding and child protection policies.

Please take a moment to remind yourself of these policies and procedures. Your attention is drawn to:

- security and confidentiality requirements (e.g. use of device lock screens, protection of passwords, secure storage and disposal of documents etc.). If you are unsure about any aspect of security, confidentiality, or data protection you must speak with your manager in the first instance. Other people or departments you may need to contact are the ICT Department, the Human Resources Department or the Data Protection Officer.
- diligently working via the Trust's network and ICT procedures
- use of work equipment only for work purposes and not for social or personal use
- professional behaviour and conduct.