Hodge Hill College

Working from home policy

Contents

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 body

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

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 the college's HR manager or the Headteacher.

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 the staff handbook.

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 are working flexible hours (see 4.1) or they have prior written agreement from the school.

4.1 Flexible working

Our policy on flexible working continues to apply where staff are working flexible hours from home.

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 the headteacher.

Where it is not possible for a staff member to carry out some or all of their normal duties from home, their line manager/the headteacher/the school business manager 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 line manager/the headteacher/the school business manager.

6. Wellbeing support

To support the wellbeing of staff who are working from home, the school will provide: referrals to Occupational Health, Employee Assistance Program (EAP) and stress risk assessments.

Below are some tips for looking after your mental health and wellbeing:

- **Make the Switch-** Keep your usual daily routine as far as possible with a clear distinction between work and home mode

- **Keep in touch-** Make regular contact with your manager and colleagues by phone, email, Teams/Zoom etc to avoid feeling isolated

- **Stay Active-** Take regular, short breaks, eat proper meals, get plenty of fresh air and natural light and do some gentle exercise

- **Know your stuff** –Keep yourself updated using official sources for information to keep anxiety to a minimum. www.gov.uk

- **It's good to talk**- share your feelings if you need to notify your manager if you require any support or advice

The Employee Assistance Programme have also produced articles to support yourself and others during a life transition, which is available on information section of staff folder. Information/Staff EAP – Health Assured.

For more wellbeing help and support see the links available on our staff shared area:
- Financial Wellbeing
- Mindfulness
- Relationships
- Sleep
- Stress
- EAP Helpline
- Managers guide for EAP
- Employee FAQ

You can also visit the website https://healthassuredeap.co.uk/home/, where you are able to access wellbeing webinars, mini health checks, online counselling, 4 week programmes and managing staff wellbeing articles or download the health assured app or call the helpline on 0800 0280199. To access the website or app please use below:

User Name: Hodgehill
Password: College

Staff should communicate with their line manager or the headteacher 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 staff code of conduct, IT acceptable use policy, acceptable use policy remote learning addition, e-safety policy and safeguarding & child protection policy.

8. Technical support

8.1 Equipment

Staff must ensure that they will continue to follow the IT acceptable use policy when working from home with regards to using school IT equipment. In addition, Staff must comply with the GDPR requirements when accessing sensitive content from the school systems.
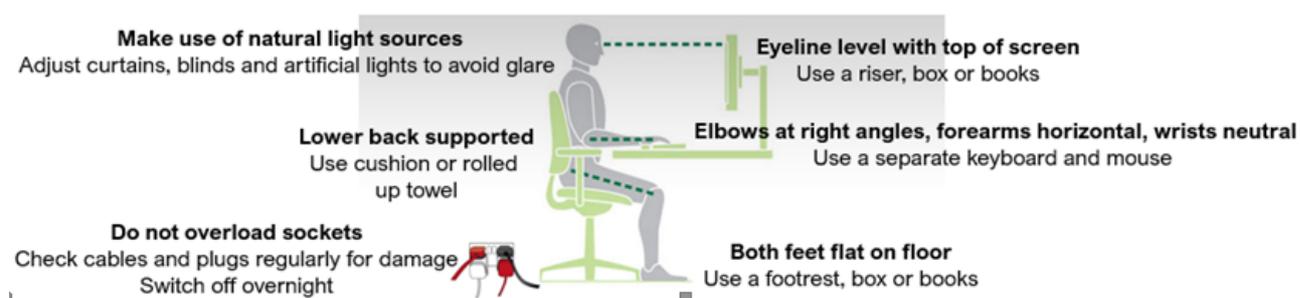
8.2 IT support

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

> Team ICTs via the support desk ticket system

> supportdeskicts@hodgehill.bham.sch.uk

8.3 Workstation safety

The local authority 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

Make use of natural light sources
Adjust curtains, blinds and artificial lights to avoid glare

Eyeline level with top of screen
Use a riser, box or books

Lower back supported
Use cushion or rolled up towel

Elbows at right angles, forearms horizontal, wrists neutral
Use a separate keyboard and mouse

Do not overload sockets
Check cables and plugs regularly for damage
Switch off overnight

Both feet flat on floor
Use a footrest, box or books

9. Data protection

All staff members will take appropriate steps to ensure their devices remain secure as set out in the IT acceptable use policy.

10. Social Media

Employees are still expected to follow the Schools E-Safety Policy. Any comments on Social Media which may be viewed as bringing the school into disrepute will be dealt with as a disciplinary Matter

11. Monitoring arrangements

This policy will be reviewed annually by the governing body.

At every review, this policy will be approved by the governing body.

12. Links to other policies

This policy links to the following policies:

> Safeguarding & Child protection policy

> ICT acceptable use policy for staff

> Data protection policy and privacy notices

> Data Breach Policy

> E Safety Policy

> Staff code of conduct/behaviour policy