



# Homeworking Guidelines (COVID-19)

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## 1. Scope

This guidance applies to all employees of schools and academies who are currently working from home during the Coronavirus (COVID-19) pandemic.

## 2. Purpose

This guidance explains the basic principles of homeworking in these exceptional circumstances (COVID-19 pandemic). It covers the safeguards that need to be put in place and the practical arrangements that make homeworking a success for both the school 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 school's activities while you are working from home. This includes having access to school 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 and email 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 line manager. You may also want to seek confidential advice or support from the school's Employee Assistance Programmes (EAPs). The school has 2 EAPs

1. **Education Mutual** can be contacted through their website. Please follow this link: <https://educationmutual.co.uk/request-help.html>
2. **WorkPlace Options** Staff can seek support and advice via the telephone: **0800 243 458 / 020 8987 6579** or by going to [www.workplaceoptions.co.uk](http://www.workplaceoptions.co.uk).  
Username: **Richmond** / Password: **employee**

If for whatever reason you are unable to access this service please contact the school's HR Administrator for support (Carla Osborne).

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

Where an ICT or other problem prevents you from working effectively from home, you should log the issue as per normal procedure at [it.751909@helpdesk.schoolassetmanager.co.uk](mailto:it.751909@helpdesk.schoolassetmanager.co.uk) **AND** with: [support@directsupport.co.uk](mailto:support@directsupport.co.uk) along with your contact number.

The school trusts you to have the personal and professional attributes and skills that mean 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.

The school will endeavor to support you in creating the right home working environment by providing a key board and mouse, if requested. If you need further help and / or advice, please contact Carla Osborne, Strathmore HR Administrator. Display Screen Equipment (DSE) training is available to all staff.

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 the Trust's Data Protection Officer, Nadia StPaul.
- diligently working via the school's network and ICT procedures.
- use of work equipment only for work purposes and not for social or personal use.
- professional behaviour and conduct.