



Homeworking Policy

Last Review	July 2022
Approved by Governors	July 2022
Next Review	May 2023

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1 Vision

- 1.1 Loreto College is centred in God, rooted in Christ and animated by the spirit of Mary Ward, the founder of the Institute of the Blessed Virgin Mary. Our vision is that it will be an educational community where each person has the experience of being loved and valued as a sacred individual created by a loving God. A community where students enjoy an enriching and liberating education that helps them grow into the fullness of life and empowers them to be men and women of courage who are alive to the needs of humanity and committed to making a better world.

2 Introduction

- 2.1 The College aims to be an educational community which gives expression to the core values of Mary Ward – freedom, justice, sincerity, truth, joy, excellence and internationality.
- 2.2 We recognise that there may be times when the ability to work from home may be of benefit to you and Loreto College, for example when despite being fit to work, travelling to the office may be difficult (for example, due to recovery from an injury such as a broken leg), or when a quiet, uninterrupted work environment will assist in dealing with a backlog of administrative tasks or in writing reports to a deadline. We therefore support homeworking where possible and in appropriate circumstances. This may be:
- 2.2.1 occasionally, for example to respond to specific circumstances or to complete particular tasks; or
- 2.2.2 on a regular basis.
- 2.3 Occasional or permanent homeworking can, in certain circumstances, be a means of making reasonable adjustments for an employee with a disability.
- 2.4 It may also be requested as a means of flexible working, under our Work Life Balance Policy.
- 2.5 Any employee who is suspected to have abused the provisions set out in this policy may be subject to disciplinary proceedings in line with the College's Disciplinary Procedure.
- 2.6 This policy does not form part of any employee's contract of employment and we may amend or revoke it at any time.

3 Policy Statement

- 3.1 It is the college's policy to allow those members of enabling staff who are eligible, to work from home on a regular basis (see Section 4.2 and 5 for further details). The college believes that this additional flexibility will help to ensure that eligible staff have the working arrangements they need to perform their role to the best of their ability, whilst also potentially providing them with time and cost savings that usually arise from commuting to work.

- 3.2 The operation of this policy and the utilisation of homeworking under it should at no point have any impact on the delivery of services to our students.

4 Scope and purpose

- 4.1 This policy sets out how we will deal with requests for homeworking, and conditions on which homeworking will be allowed.
- 4.2 Homeworking could either be a one-off or an occasional arrangement or could be a more regular way of working. This policy focuses on dealing with requests by employees to work at home on a regular basis. For regular home working, **it should be noted that the college will normally only allow homeworking up to a maximum of 1 day per week during term-time and 2 days per week outside of term-time.**
- 4.3 This policy only applies to enabling members of staff who are able to work from home due to the job they do. It does not apply to agency workers, consultants or self-employed contractors. Teaching members of staff may be allowed to work from home on occasion and by exceptional agreement with the principal but such an agreement would not fall under this policy and would not be on an ongoing basis.
- 4.4 Requests for working from home will be considered taking in to account the role that the employee carries out. For example, requests from enabling members of staff working in student facing roles will be unable to be granted unless there are days and times that they are not required to be working directly with students. This will also be the case for requests from staff in roles required to be on school site, such as those dealing with members of the public or parents. Whether or not requests are granted and the reasons for doing so, will therefore differ from one employee to another depending on the role they do.
- 4.5 This policy will also set out how homeworking impacts information security, college equipment used for homeworking, H&S considerations and the implications for insurance (both the college's and your own).

5 Eligibility

- 5.1 Not all roles and not all jobs are suitable for homeworking.
- 5.2 A request for homeworking is unlikely to be approved, on either an occasional or permanent basis if:
- 5.2.1 you need to be present in college to perform your job (for example, because it is student facing, involves a high degree of personal interaction with colleagues, parents, the public or third parties that requires you to be in the college or involves equipment that is only available on site);
 - 5.2.2 any aspect of your performance has been identified as unsatisfactory or requiring supervision, for example by your line manager or through the appraisal or capability procedure;
 - 5.2.3 you have an unexpired warning, whether relating to conduct or performance.

- 5.2.4 you need supervision to deliver an acceptable quality and/or quantity of work.
- 5.3 You will also need to be able to show that you:
 - 5.3.1 can work independently, motivate yourself and use your own initiative;
 - 5.3.2 can manage your workload effectively and complete work to set deadlines;
 - 5.3.3 can identify and resolve any new pressures created by working at home;
 - 5.3.4 can adapt to new working practices including maintaining contact with your line manager and colleagues at work;
 - 5.3.5 have a suitable area and environment in which to work from home; and
 - 5.3.6 have work that can be undertaken at home.

6 Applying for homeworking

- 6.1 Homeworking can either be a one-off or occasional arrangement for example to complete a specific task, or it can be requested as a more long-term formal arrangement. This policy covers regular homeworking however, all homeworking must be approved by a line manager.
- 6.2 You can make an application for homeworking on a regular formal basis by submitting a written application to the Principal. Your application must state:
 - 6.2.1 why you consider your job to be suitable for homeworking and how you meet the criteria for homeworking set out in paragraph 3;
 - 6.2.2 whether you wish to work from home on a permanent basis, for a fixed period or occasionally. In all cases you should state the date from which you wish the arrangements to start and, if you wish to work from home for a fixed period, the date on which you want the arrangements to finish. You should try to give us as much notice as possible before your proposed start date so that your request can be considered;
 - 6.2.3 how you would organise your work from home including how you would ensure the security of documents and information, where appropriate;
 - 6.2.4 acknowledgement that there may be occasions where you need to be available to come to work on days you are proposing to work from home if needed, for example to cover if colleagues are off sick, to cope with high or unexpected levels of work or to attend meetings or training days;
 - 6.2.5 how you envisage maintaining contact with your line manager, how your work will be set and progress monitored.
- 6.3 You must discuss your application for homeworking with your line manager and get their agreement to it before submitting it to the Principal. This may identify potential problems

with your application, such as a need to be in college on occasions you had not considered, which your application can then address.

- 6.4 In considering your application the Principal may invite you to a meeting to discuss your proposals.
- 6.5 If your application is accepted the agreed arrangements will be recorded in writing and may be subject to a trial period.
- 6.6 Any terms on which it is agreed that you may work from home will include the following:
 - 6.6.1 We reserve the right to terminate the homeworking arrangements, for example if your role changes such that homeworking is no longer suitable, subject to reasonable notice.
 - 6.6.2 You may also choose to terminate the homeworking arrangements, subject to reasonable notice.
 - 6.6.3 You will be subject to the same performance measures, processes and objectives that would apply if you worked on college premises.
 - 6.6.4 If any concerns are raised through the appraisal process or by your line manager in relation to your performance, or you are subject to any warning in relation to your conduct, your homeworking arrangements may be terminated immediately and you will be required to return to work at the college's premises.
 - 6.6.5 Your line manager will regularly review your homeworking arrangements and take steps to address any perceived problems. These reviews will take place yearly as a minimum, but may be more frequent or take place as soon as any perceived problems arise.
 - 6.6.6 Working at or from home may affect your home and contents insurance policy. You must make any necessary arrangements with your insurers before commencing homeworking. The college will not be liable for any increase to your insurance premiums, if a change to your insurance policy is necessary.
 - 6.6.7 You should under no circumstances conduct in person work meetings at home. You should either arrange this at a suitable time when you are on the college campus, or arrange to conduct any meetings on your homeworking day via video call.
 - 6.6.8 There may be occasions or periods of time where your homeworking arrangement needs to be suspended due to the operational needs of the department or college (for example; if your normal day of working from home falls on an interview evening that you need to be on site for, or if a training course has been arranged on a day when you normally work from home). This suspension of your homeworking arrangement will be discussed with you in advance and will normally only be for the minimum amount of time necessary to ensure the continued operation of the college's business.

- 6.6.9 An agreed pattern of which day/s each week that you will work from home, which will become your regular pattern of work (any requested changes to this should be discussed with your line manager at the earliest possible opportunity). Only in exceptional circumstances will one-off or temporary changes to this pattern be considered (again, requests of this nature should be discussed with your line manager at the earliest possible opportunity).
- 6.6.10 Your regular working hours will remain unchanged whilst homeworking and you will carry out all of your duties during this time without distraction.

7 Equipment

- 7.1 The college will provide any equipment that we consider you reasonably require to work from home which will remain our property. This may include current computer equipment that is supplied to you by the college. Alternatively a bank of homeworking equipment is available for those who have not already been issued with equipment. Once your homeworking request is approved, your line manager will discuss with you what equipment and IT requirements will be necessary to enable your homeworking. Where equipment is provided you must:
 - 7.1.1 use it only for the purposes for which we have provided it and in accordance with any operating instructions as defined in the college Information Security Policy;
 - 7.1.2 Take responsibility for it and ensure all reasonable steps are taken to minimize the risk of loss, theft or damage to College property and paperwork;
 - 7.1.3 Comply with software licensing terms and conditions;
 - 7.1.4 take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
 - 7.1.5 return to the college, the equipment at the end of the remote working arrangement.
- 7.2 It is your responsibility to ensure that you have sufficient and appropriate equipment for working from home. We are not responsible for the provision, maintenance, replacement, or repair in the event of loss or damage to any personal equipment used by you when working for the college.
- 7.3 In the event of college equipment malfunctioning or inoperability, the CCIT department will in the first instance provide email and telephone support line to assist the remote worker to identify and remedy the fault.
- 7.4 We are not responsible for associated costs of you working from home including the costs of heating, lighting, electricity or telephone calls.
- 7.5 Any computer or communications equipment (e.g. laptop, mobile phone etc) provided by the college must be used for work related purposes only and must not be used by any other member of the family or third party at any time or for any purpose.

- 7.6 The College Insurance policy excess for College equipment is £2,000 and therefore any damaged or stolen (in the case of forced entry) equipment replacement costs would be liable by the relevant department of the employee. Equipment in transit left in a stationary vehicle must be locked securely out of site.
- 7.7 Homeworking employees will be responsible for the cost of equipment which is damaged or lost due to their own negligence. It is advisable, for this reason, that homeworking employees clarify whether their personal insurance will cover them for damage or lost due negligence.
- 7.8 Losses of, or damage to, College-owned electronic devices may be investigated in accordance with the College's Disciplinary Policy.
- 7.9 The College will not reimburse any expenses incurred through remote working, tasks such as posting should be done when on site.

8 Health and safety

- 8.1 When working at home you have the same health and safety duties as other staff, and the college has the same health and safety responsibilities to you as it would if you were working on site. You must take primary responsibility for, and reasonable care of, your own health and safety and that of anyone else who might be affected by your actions and omissions. You must attend all courses required, comply with the Health and Safety Policy, and agree to use equipment safely.
- 8.2 It is the duty of the College and the employee's line manager to ensure the equipment and working practices meet the standards as defined in the Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002. To ensure this is met, a discussion regarding DSE will take place before you start homeworking and the employee must conduct a Display Screen Equipment risk assessment within the first week of remote working and return to their manager.
- 8.3 If further clarification or advice is needed, the manager and employee should ensure they consult with the Health and Safety or HR department respectively. The College has the right to refuse to allow remote working on the grounds of Health and Safety
- 8.4 We retain the right to check home working areas for health and safety purposes. The need for such inspections will depend on the circumstances including the nature of the work undertaken.
- 8.5 You must not have meetings in your home with parents, students or other individuals associated with the college and must not give out your home address or telephone number.
- 8.6 You must ensure that your working patterns and levels of work both over time and during shorter periods are not detrimental to your health and wellbeing.
- 8.7 You must ensure that colleagues are aware of the days you are homeworking and that you are able to be contacted at all times within your contractual working hours.

- 8.8 You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager or the Health and Safety Officer.
- 8.9 If you are ill during a period of homeworking you must report your absence in the normal way using the sickness absence reporting procedure.

9 Data Protection and Confidentiality

- 9.1 You must comply with your duties and obligations with regard to confidentiality and data protection under the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and the college's Data Protection policy.
- 9.2 In accordance with the requirements of Data Protection Legislation and the college's Data Protection Policy, when working at or from home you are responsible for maintaining the security and confidentiality of any college-related resources/equipment or information to which you have access. In particular:
 - 9.2.1 College provided IT equipment has a range of security measures enabled to make home working safer and must always be used when working from home;
 - 9.2.2 The College Information Security Policy should be adhered to when remote working; this includes locking a device when not in use, ensuring that data is encrypted in the event of device loss and not disclosing any passwords, PINs or encryption keys.
 - 9.2.3 It is the responsibility of the homeworker to safeguard and protect any College information that they hold. Homeworkers must have an understanding of digital risks, use secure working practices and apply encryption and back-up procedures as appropriate. If the remote worker is not confident in this area, they should seek assistance from the Cross College IT team prior to working remotely.
 - 9.2.4 Digital information must only be downloaded or uploaded over a secure connection. Loreto's VPN service provides a secure channel for data transfer over insecure networks and should be used by remote workers when interacting with college resources. This includes but is not limited to use with desktops, laptops, tablets and smartphones.
 - 9.2.5 You must restrict the access of family and friends to work equipment, materials, documents and other data in order to avoid damage or loss, and maintain confidentiality;
 - 9.2.6 You must ensure that all confidential material that requires disposal is shredded or, in the case of electronic material, securely destroyed, as soon as any need for its retention has passed; and
 - 9.2.7 You must use best endeavours to ensure the care of work-related information and college property when travelling to or from home.

- 9.3 The Principal or designated alternative must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with our requirements.