



Home Working Policy

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Statement of Intent

As part of our flexible working scheme, CIT believes that allowing employees to work from home can increase their motivation, improve well-being, promote a healthy work-life balance, reduce employee stress, and improve performance and productivity. However, the Trust appreciates that, due to the nature of a large number of roles within the Trust, this option will not be a possibility for all employees.

This policy includes guidelines for costs, equipment, insurance and data protection. It also outlines the risks associated with working from home and the procedures that are in place to minimise hazards and ensure good practice.

For the purpose of this policy the terms 'staff' and 'employees' have been used to refer to all staff to which this policy applies – specific terms, such as 'teachers' and 'support staff' are used where provision only applies to the said group.

1. Legal Framework

1.1. This policy has due regard to legislation and statutory guidance, including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Management of Health and Safety at Work Regulations 1999
- Equality Act 2010
- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- NJC Local government terms and conditions (Green book)
- DfE 'School Teachers' Pay and Conditions Document (STPCD)
- The School Staffing (England) Regulations 2009
- The Working Time Regulations 1998
- DfE 'Headteachers' Standards

1.2. This policy also operates in line with the following school policies and documents:

- Home Working Application Form
- Data Protection Policy
- Absence Management Policy
- Disciplinary Policy
- Flexible Working Policy
- Health and Safety Handbook
- Health and Safety Policy Manual
- Staff Wellbeing Policy
- Acceptable Use of the Internet and IT Systems Policy

2. Roles and Responsibilities

2.1. The Trust Board, through the Executive Leadership Team, are responsible for:

- Ensuring the Trust meets its statutory and legal obligations regarding health and safety at work, equality and employee pay.

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2.2. The Executive Leadership Team is responsible for:

- Ensuring the Trust has due regard for the need for all employees, including senior leaders, to achieve a healthy work-life balance.
- Ensuring there are arrangements in place for identifying, evaluating and managing risks associated with working from home.
- Reviewing the effectiveness of this policy every two years and communicating any changes to all employees.
- Ensuring there are arrangements in place for monitoring incidents associated with working from home.
- Overseeing the Trust's working from home systems and processes to enable all employees permitted to work from home to do so effectively and comfortably.

2.3. The Headteacher (for school staff) or Executive Leadership Team (for central staff) is responsible for:

- Ensuring employees are deployed and managed well, with due attention paid to workload and working conditions.
- Ensuring all employees are aware of, and uphold, their professional responsibilities when working from home.
- Reviewing applications for flexible working in conjunction with CIT HR.

2.4. The Director of HR is responsible for:

- Ensuring all employees are aware of this policy and its requirements.
- Taking all reasonable steps to ensure employees working from home are at no greater risk than employees working within the school.
- Ensuring risk assessments are carried out, in collaboration with the Headteacher or ELT.
- Putting procedures and safe systems of work into practice, which are designed to eliminate or reduce the risks associated with working from home.
- Ensuring employees identified as being at risk are provided with necessary information, instruction and training, including refresher training as necessary.
- Ensuring appropriate support is provided to employees involved in any incident.

2.5. The DPO (Data Protection Officer) is responsible for:

- Ensuring all laptops used for work have sophisticated anti-virus software and malware protection.
- Ensuring all employees are aware of the data protection principles outlined in the UK GDPR.
- 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.
- 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.
- 3.3. Employees have a statutory right to make one request in any 12-month period.
- 3.4. The Trust will listen to additional requests if the employee's circumstances have changed significantly.
- 3.5. All employees will be considered for flexible working regardless of their age, sex, sexual orientation, race, religion or belief, or whether they have a disability, their level of seniority, their current working pattern, or whether they are employed on a permanent or fixed-term basis. However, there is no automatic right for employees to change their working arrangement.
- 3.6. Each application will be considered on its individual circumstances and any detrimental effect the change could have on the educational experience of pupils, colleagues' workload and the budget.
- 3.7. Home working will not be possible for all roles within the Trust, especially those of a pupil facing or front of house nature or where physical attendance will routinely be required i.e. Teachers, Teaching Assistants, Cleaners. However, it may be possible for certain aspects of a role to be completed at home.

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. The Trust will ensure it meets its duty to assess and advise of the risks associated with home working for employees and ensure the environments are safe for working practice.
- 4.4. Employees will be expected to meet their duty to take reasonable care of themselves when lone working, as well as any other people affected by their work.
- 4.5. Employees working from home will work their ordinary contracted working hours unless a change is made as part of the application. Any such change would require a contractual change.
- 4.6. Employees may be permitted to work "core" hours and then work flexibly around those to complete their remaining contractual number of weekly hours.
- 4.7. Employees will not use items purchased or provided for home working for inappropriate personal use.
- 4.8. Employees will, where required, be able to use personal items for working from home, provided it meets health and safety requirements.
- 4.9. Employees may be able to use Trust equipment for home working purposes where this is already provided by the Trust, e.g. Trust laptops.
- 4.10. The Trust will reimburse expenses at its own discretion and any expenses will be agreed at the start of the home working agreement with employees.
- 4.11. Employees can make additional requests for expenses, through their line manager, in exceptional circumstances.
- 4.12. The Trust will ensure all employees complete their own risk assessment for working from home to ensure their working environment is fit for purpose and suitable for their needs. Training and guidance will be provided by the Trust.

- 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, this will be used in line with the conditions in the Acceptable Use of the Internet and IT Systems Policy and Mobile Device Policy whilst working from home.
- 6.2. If the Trust remains the contractual work base for an employee and equipment is retained on the premises i.e. ergonomic desk chair, monitor/screen, desktop computer, desk, printer and storage/filing, the Trust will not usually provide employees with additional equipment to use at home.

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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-virus software and malware protection – these systems will be checked on a weekly basis by the user.
- 6.10. CIT IT will not be responsible for providing IT support to equipment owned by employees.
- 6.11. The Trust will endeavour to loan Trust equipment to employees to support their home working where possible.
- 6.12. Any display screen equipment (DSE) being used by employees at home will be used in line with the Trust's Health & Safety Handbook and Health & Safety Policy Manual.

7. Data Protection

- 7.1. Employees will adhere to the UK GDPR's security principle when working from home.
- 7.2. Any breach of confidentiality will be dealt with in accordance with the Trust's Disciplinary Policy and Procedure.

8. Data Collection and Handling

- 8.1. Data collected during home working, such as test scores or information about the personal circumstances of pupils, will be processed and stored in line with the Trust's Data Protection Policy.

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- 8.2. Data will only be collected during home working if it is necessary for the employee to carry out their role.
- 8.3. Employees will not collect unnecessary data while working at home if it can be done whilst the employee is at a Trust premises at a later date.
- 8.4. Any data collected will only be kept for as long as it is required for the purposes it was collected for.

9. Data Security

- 9.1. To ensure reasonable precautions are taken when managing data, employees will not do the following:
 - Keep personal data on unencrypted external hard drives and storage media.
 - Send work emails to and from personal email addresses.
 - Leave logged-in computers and files unattended.
 - Use a home device where other family members can access personal data.
 - Bring a work device home that has data on an unencrypted hard drive.
 - Use an unsecured WiFi network at home to access data.
- 9.2. Laptops or computers used for home working will be assessed by IT prior to home working using the following checks:
 - System security check – the security of the network and information systems.
 - Data security check – the security of the data held within the systems.
 - Online security check – the security of any online service or system, e.g. the Trust website.
 - Device security check – the security of the personal device, including any 'Bring your own device' (BYOD) systems.
- 9.3. Employees working from home will be encouraged to go paperless, where possible, as paper files cannot be protected digitally and may be misplaced.
- 9.4. If the use of paper is unavoidable, the Trust requires employees to take reasonable precautions, relevant to the sensitivity of the data, when storing and transporting documents. This may include the use of lockable bags and filing cabinets.

10. Confidentiality

- 10.1. Employees are not permitted to let their family members or friends use any Trust equipment, in order to protect the confidentiality of any personal data held on the device – any employee found to have shared personal data without authorisation will be dealt with in accordance with the Trust's Disciplinary Policy and Procedure.

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- 10.2. Employees will be informed if an unauthorised person enters the room whilst the employee is accessing data, the device in use should be locked immediately.
- 10.3. Employees will be informed if they need to leave their device unattended, the device in use should be locked or taken with them.
- 10.4. Employees will not verbally disclose personal data over the phone in the presence of an unauthorised person.

11. Application for Working from Home

- 11.1. All requests for working from home will be made in writing by completing the Home Working Application Form and will be submitted to the employees Headteacher (school staff) or relevant member of ELT (central staff/Headteachers).
- 11.2. Any request from the CEO will be submitted to the Chair of the Trust Board.
- 11.3. In their application, employees are required to include the following:
 - Date of application.
 - Requested changes they are seeking to their terms of employment.
 - Date on which they would like home working to commence.
 - How they will be able to carry out their main duties successfully whilst working at home.
 - Any effects they envisage the changes would have on the Trust and how such changes would be dealt with.
 - A statement outlining it is a statutory request.
 - Whether they have previously made a request for flexible working and, if so, when.
 - A statement outlining if the request being made should be treated as that for a reasonable adjustment resulting from a disability or impairment.
- 11.4. The Trust will not reject out-of-hand a request that does not contain the required information. The Trust's HR department will explain to the employee what additional or amended information they need to provide and ask them to resubmit the request.

12. Working from Home Request Meeting

- 12.1. Once a request has been received, it will be dealt with as soon as possible, but no later than 28 calendar days.
- 12.2. A meeting will normally be arranged at a convenient time and place to deal with the request.
- 12.3. Where the application can be approved or rejected without further discussion, a meeting will not be convened and the employee will be informed of the decision in writing.

- 12.4. Employees will be informed of their right to be accompanied by a work place colleague or trade union representative at the meeting.
- 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.

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- 16.3. A meeting will be held to discuss the appeal. An employee should be given the right to be accompanied.
- 16.4. This meeting will be held by an appeals panel comprised of the following people:
- School based employees – panel of 3 who must be Headteachers, members of the Local School Board or Executive Leadership Team.
 - Central employees or Headteachers – panel of 3 who must be members of ELT, Local School Board or Trust Board.
 - ELT and CEO – panel of 3 from the Trust Board.
- 16.5. Employees will be informed of the final outcome, and the reason for the decision, in writing within 14 calendar days of the appeal meeting.
- 16.6. Employees have no further right to appeal following the decision of the appeals panel; they will be informed of this in writing.

17. Problems with a Flexible Working Request

- 17.1. If an employee is dissatisfied or unclear at any stage throughout the process, they should seek clarification from CIT HR.
- 17.2. If an employee is dissatisfied with the way in which their request has been handled, they can raise a grievance under the Trust's Grievance Procedure and Policy.
- 17.3. If an employee fails to attend a meeting, including an appeal meeting, and then fails to attend a rearranged meeting without good reason, their application will be deemed to have been withdrawn.

18. Conditions for Home Working

- 18.1. Any agreement for home working, other than remote working where there will be a change of contractual working place, will be subject to the following conditions:
- Continued and sustained satisfactory performance and productivity.
 - Being routinely contactable and available during your agreed working hours.
 - Appropriate establishment and maintenance of a safe and effective home working environment that complies with our risk assessment.
 - Ability to reasonably follow management guidance and requests to attend the work place as required.
 - No issues or concerns regarding your conduct or professionalism.
 - The arrangement continuing to meet the operational business needs of the Trust.
 - Ability to maintain suitable IT or equipment to support home working i.e. good broadband connection.

19. Assessing Risks

- 19.1. The Trust will meet its duty to assess risks of employees working from home and provide effective control measures to manage these risks and promote safe working practices.
- 19.2. Employees will conduct a self-assessment of their home working environment using the HSE Display screen equipment (DSE) workstation checklist. Any concerns identified will be discussed during a meeting with the Headteacher/ELT and/or CIT HR.
- 19.3. Applications may be rejected if the level of risk associated with an employee working from home is too high, or the risks cannot be managed effectively.
- 19.4. Risk assessments will be reviewed annually, or when there has been a significant change in working practice.
- 19.5. All documentation of risk assessments will be kept for as long as it is required and disposed of securely after the retention period.
- 19.6. All employees who work from home are required to undertake a self-assessment of their home working provision annually, which is to be returned to their Headteacher/ELT.
- 19.7. The CEO will return their self-assessment to the Director of HR.
- 19.8. A self-assessment is not required for Temporary Home Working arrangements.

20. Costs and Expenses

- 20.1. The Trust will not contribute to any household expenses incurred whilst performing home working duties, e.g. heating, lighting or council tax.
- 20.2. The Trust will not pay for or contribute towards any employee's internet or phone expenses whilst working from home unless otherwise agreed in writing before the employee commences home working.
- 20.3. The Trust will not reimburse any costs for travel between employees' homes and their named contractual place of work.

21. Communication

- 21.1. All employees working from home will be contactable throughout their normal working hours.
- 21.2. Arrangements for contact will be agreed prior to commencing home working, which usually involves regular contact with the employee's line manager to monitor working practices.

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- 21.3. An employee's personal phone number and home address will not be shared without their permission.
- 21.4. The Trust will recognise that employees working at home have the right to privacy out-of-hours and should be able to separate their working and home lives, and so communication will only be compulsory during working hours.
- 21.5. Employees will be reminded of the importance of taking breaks from work and the statutory rest breaks at work will be communicated to all employees working from home.
- 21.6. The Trust will continue to support employees in line with the Staff Wellbeing Policy when staff are working from home.
- 21.7. The Trust will continue to offer employees working from home opportunities for CPD where possible.
- 21.8. Employees will not be permitted to arrange visits to their home from pupils or external clients. Any meetings of this kind will always be conducted on the Trust premises to maintain professionalism and safety.
- 21.9. Professional meetings between CIT staff can be take place at an employee's home in exceptional circumstances.
- 21.10. The employee's line manager may request employees attend the workplace on any normal working day, e.g. to attend meetings even if that day is when an employee normally works from home. One week's notice should be given where possible in these situations.
- 21.11. If employees need to report sickness or absence when they are due to be home working, they will adhere to the usual procedures outlined in the Trust's Absence Management Policy.
- 21.12. If any incidents or near-misses occur in an employee's home, they are required to report these to their line manager immediately so appropriate action can be taken.
- 21.13. A meeting will be held with the Headteacher/ELT and or CIT HR following any incident and, if necessary, another risk assessment of the employee's home will be conducted.

22. Insurance

- 22.1. The Trust will hold liability insurance that provides cover for the legal liabilities of the Trust and its employees.
- 22.2. The liability insurance policy held by the Trust will cover employees who work from home; however, this will not cover employees for personal liabilities arising from non-work activities.

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.

Flexible Working Request – Home Working

Application Form



This form is to be used by employees to make an application for Home Working, which is classed as a flexible working request. For other types of flexible working requests please see the CIT Flexible Working Policy and accompanying application form.

Before completing this form, you should read the accompanying CIT Home Working Policy to check you are eligible to make an application and have a full understanding of the process.

Following the submission of your application form, you will be invited to a formal meeting to discuss the details within 28 calendar days. In some circumstances it may be possible to accept a request without the requirement for a meeting. In both cases, the outcome will be provided in writing.

School based staff must submit their completed application to their Headteacher, central staff must submit their completed applications to the relevant member of ELT and members of ELT must submit requests to the CEO.

All sections below must be completed for your application to be valid. It is important to provide as much information as possible to support your application.

If your request is granted, it may be on a temporary basis or subject to certain conditions, such as sustained satisfactory performance.

Any agreement that does not include a contractual change may be revoked by the Trust at any point by providing 4 weeks' notice.

Personal Information

Name:	Enter Name	Place of Work:	Enter Place of Work
Job Title:	Enter Job Title	Date of Birth:	Enter DOB

I would like to request a formal change to my current working pattern to enable me to work remotely. I have a statutory right under the Employment Rights Act 1996 to make flexible working requests.

Eligibility

I am an employee of CIT:	<input type="checkbox"/>
I have not made a flexible working request in the previous 12 months:	<input type="checkbox"/>
Date of last request if one has been made previously:	Enter Date

Working Arrangement

Describe your current working arrangement (i.e. office based, hybrid, classroom based). Current Working Arrangements

I would like to apply to work under one of the following work from home arrangements recognised by CIT:

Hybrid Working	<input type="checkbox"/>
Agile Working	<input type="checkbox"/>
Remote Working	<input type="checkbox"/>
Temporary Home Working – an official request is not required. Please speak to your line manager.	

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

Please provide details of the arrangement you would like to work i.e. preferred days to work remotely. Proposed Working Arrangements	
Please explain how you believe you will be able to carry out your main duties effectively if your application is granted. Explain main duties	
Please detail any special equipment that would be required to enable you to work from home effectively. CIT has no obligation to provide equipment where a workstation at a CIT location is provided but requests will be considered. Details of Equipment	
Date you would like this arrangement to commence:	Enter Date

Impact of this new working arrangement

I think this change in my working pattern will affect my employer and colleagues as follows: Impact on Working Arrangement
--

Accommodation of new working arrangement

I think the effect on my employer and colleagues can be dealt with as follows: Accommodation of Working Arrangements
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Is this request being made as a reasonable adjustment resulting from a disability or impairment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Name: Enter Name	Signed:	Date: Enter Date
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This form should now be passed to your Headteacher or ELT