



## St John Paul II Multi Academy Company

### Temporary Home Working Policy

Date of last review	15/12/20	Review period	1 year
Date of next review	Autumn 2022	Owner	CSEL
Committee Approval	HR and Ops 19/1/21	Board approval	10/2/21



## Temporary Homeworking Policy

### Context

This policy is for use during the present coronavirus emergency. It is stressed throughout the policy that it is temporary and only applies during the present crisis. The St John Paul II Multi Academy may alter or adapt the policy in the light of particular circumstances and the developments relating to the virus, including Government guidance.

### The Policy

This Homeworking Policy applies only during the present coronavirus (COVID-19) emergency. It supersedes for this time any other homeworking policy. It applies to those who have to work from home during this crisis either because of Government guidance or because the St John Paul II Multi Academy (SJPIIMA) has made the decision to ask employees to work from home to prevent the spread of infection and safeguard the health and safety of its employees.

The policy is temporary and only applies during the period of the coronavirus crisis. It sets out the main considerations that SJPIIMA and its employees should consider during this temporary period of homeworking.

Staff may have already prepared themselves for this eventuality by taking laptops home each night in the event of being asked to work from home.

It must be stressed that this is a temporary policy and only applies during the present coronavirus emergency. It does not set, therefore, any precedents for applications for homeworking under other policies.

### Terms and conditions

An employee's current terms and conditions as set out in their contract of employment with SJPIIMA will continue to apply during the coronavirus crisis and this consequent arrangement for the employee to work at home.

### Equipment

St John Paul II Multi Academy will ensure that homeworkers have the necessary equipment and access to the necessary sites.

Personal equipment that an employee uses for work purposes at home remains their responsibility and SJPIIMA is not liable for any loss, damage, repair or replacement of any personal equipment. If an item of equipment is deemed necessary for work, the employee should contact their line manager.

All equipment used by the homeworker must be safe and fit for purpose. Any damaged or faulty school equipment being used must be reported immediately to your line manager.

All staff must ensure that GDPR compliance is maintained during the period of home working and that all equipment used has the latest security software activated.

### **Keeping in Touch**

During this temporary arrangement, the employee's main place of work will be his or her home. Nevertheless, they will still need to keep in touch with their Line Manager.

The Line Manager will agree a work schedule with the employee. It will be up to the employee to manage their time to ensure that the work is completed promptly and satisfactorily.

Line managers will ensure that regular communication is in place with staff during the course of the temporary closure. The arrangements at School are as follows:

- weekly email briefings
- staff Whatsapp group
- phone text messages

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### **Temporary home working policy**

- video conferencing for meetings □ School Twitter account.

Employees must be available to be contacted by line managers and/ or other colleagues for work updates. The expectation for all staff in the St John Paul II Multi Academy Company is that employees working from home are required to work their usual contracted hours during the normal working week, excluding holiday/ annual leave. The employee should ensure that he or she checks emails daily for any organisational news. Any problems should be communicated to the Line Manager immediately.

### **Data Protection**

Employees must always keep SJPIIMA data and materials safe and secure, ensuring reasonable precautions are being taken to maintain confidentiality in accordance with the Data Protection policy. All staff must ensure that GDPR compliance is maintained during the period of home working and that all equipment used has the latest security software activated. When the member of staff is away from their laptop, they should lock it (CNTRL/ALT/DEL – lock.)

### **Other practical considerations**

Keeping domestic and working life separate is not always easy when working from home and the employee needs to think about how he or she will manage to persuade those who live with them not to interrupt while they are working. It is also important to take regular breaks, stay hydrated and keep active.

Employees also need to ensure that no-one else can have access to logins, passwords, and computer or work files.

### **Insurance**

All school equipment used for home working is covered under the Multi-Academy's insurance scheme. Employees must only be using equipment as agreed with your line manager. All SJPIIMA equipment must be kept securely within the individual's home and only used for work purposes.

### **End of the temporary arrangements**

As has been emphasised throughout this policy, these arrangements for employees working from home are temporary to cover the present coronavirus emergency. All such arrangements remain at the discretion of SJPIIMA.

The SJPIIMA will keep employees updated of developments and of the arrangements once the risk of infection has deemed to have passed and, therefore, of the end of this temporary policy, including when employees can return to their work in the office/site.