



Washwood Heath  
Multi Academy Trust

## Home Working Policy

Prepared by:	Director of HR in consultation with CEO & Head Office colleagues
Applies to:	Head Office Colleagues at WHMAT
Approved by:	Board of Trustees on 18.10.2018
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- **ANY REFERENCE TO THE CEO IN THIS POLICY ALSO NOW REFERS TO THE DEPUTY CEO**

## **Introduction**

- 1.1 Homeworking is a flexible working option available to WHMAT's head office team.
- 1.2 This policy does not form part of any employee's contract of employment and it may be amended at any time.

## **2. Scope and purpose**

- 2.1 This policy covers all employees within WHMAT's head office team, including part-time and fixed-term employees.
- 2.2 This policy only covers occasional/ad hoc home working without a formalised agreement.
- 2.3 The purpose of this policy is to create a more agile workforce and to improve the work-life balance of staff. Homeworking arrangements can be driven by WHMAT's needs and/or by requests from individual head office employees.

## **3. Staff responsible for implementation of policy**

- 3.1 The CEO has overall responsibility for the effective operation of this policy and any questions concerning the operation of this policy should be directed to her. Responsibility for monitoring and reviewing the operation of the policy and any recommendations for change also lie with the CEO, in consultation with the Director of HR.

## **4. Implementation of policy**

### **4.1 Issues to consider when requesting/approving homeworking**

- 4.1.1 In order to assess which aspects of a post are appropriate for carrying out work at home, the following general points must be taken into account.
  - Clear objectives and measurable outputs must be agreed.
  - The level and quality of performance should not be compromised by homeworking.
  - Homeworking should have no adverse impact on costs.
  - The workload of other colleagues must not increase as a result of an employee working from home.
  - Appropriate office cover must be in place.
  - The effective communication between the homeworker and the workplace must be maintained.

If regular working patterns of employees working from home occur, e.g. Fridays or Mondays, the CEO and the staff member should discuss the potential impact on service standards.

### **4.2 The home environment**

- 4.2.1 When working from home, **the employee must take personal responsibility for their health and safety in line with WHMAT's guidance on health and safety.**
- 4.2.2 Employees working from home are **expected to take a lunch break in line with their terms and conditions and regular breaks from computer use.**

4.2.3 The home environment needs to:

- Offer access to WHMAT's information systems including suitable and sufficient broadband/Wi-Fi capability and access to a (mobile) phone.
- Offer a dedicated space to carry out the work.
- Offer security and confidentiality.
- Fulfil health and safety requirements.

4.2.4 Homeworking should not be considered as an alternative to care for a dependant, i.e. there should be no care responsibilities for dependants whilst working from home (unless previously agreed with the CEO/exceptional circumstances).

### **4.3 Approval**

4.3.1 In order to carry out work from home, prior agreement must be obtained from the CEO by email (copied to her PA) stating the reason for the request and giving as much advance notice as possible.

4.3.2 Contact details (e.g. home and/or mobile telephone number) should be circulated to the CEO and their PA, who on request, will inform other head office staff of their whereabouts. Head Office staff should also keep their online diaries updated and marked "working from home" to manage expectations of fellow head office team colleagues.

4.3.3 Standard working hours of the normal place of work apply unless otherwise agreed.

4.3.4 If a staff member works for several consecutive days from home, they should not normally exceed their contracted weekly hours.

## **5. Review of policy**

5.1 This policy shall be reviewed every 2 years by the Director of HR in consultation with the CEO to ensure that it is working effectively.