



**ALL SAINTS
MULTI ACADEMY TRUST**
BIRMINGHAM
GOD'S LOVE IN ACTION

Working off-site policy

All Saints Multi Academy Trust

Approved by:	Trust Board	Date: 23/04/2024
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1. Aims

This policy aims to:

- Set out expectations for staff working off-site – e.g. from home
- Outline how the school will support staff to work off-site when they need to

This policy applies to all staff, with the exception of volunteers.

2. Legislation and guidance

This policy meets the requirements of:

- [The Flexible Working Regulations 2014](#)
- [Employment Relations \(Flexible Working\) Act 2023](#)
- [Equality Act 2010](#)
- [Employment Rights Act 1996](#)

It also reflects best-practice guidance set out in:

- [The Department for Education’s \(DfE\) guidance for flexible working in schools](#)
- [The Advice, Conciliation and Arbitration Service’s \(ACAS\) Code of Practice on requests for flexible working](#)

3. Roles and responsibilities

3.1 Headteacher

The headteacher is responsible for ensuring that this working off-site policy is applied consistently across the school.

3.2 The line manager

The line manager is responsible for considering all valid requests for working off-site arrangements equally, fairly, and according to the needs of the school and pupils.

3.3 The board of Trustees

The board of trustees will approve this policy and hold the headteacher to account for its implementation.

3.4 Other staff

Staff will make sure they follow the expectations in this policy.

4. Circumstances when staff may work off-site

Staff may work off-site – e.g. from home:

- Where flexible working has been approved
- Following clinical and/or public health advice

Where staff are unsure about whether they can or should work off-site, they must speak to a senior leader.

5. Working hours

When working off-site, staff are expected to be available as per their usual contractual hours.

Outside of these hours, staff are not required to correspond with other staff members, parents/carers or pupils – unless it is an emergency, or they're working flexible hours (see 9.1) and this is required, or they have prior written agreement from the Trust.

5.1 Working hours during flexible working

Our policy on flexible working continues to apply where staff are working flexible hours off-site.

5.2 Absence when working off-site

If a staff member is unable to work for any reason when they would be working off-site, e.g. due to sickness or caring for a dependent, they will report this using the school's normal absence procedure, as set out in absence procedure in the staff handbook.

6. Duties

Wherever possible, staff working off-site will carry out their normal duties in line with their job description/contract of employment, with adaptations where necessary. Any adaptations will follow school practice or otherwise be agreed with the Executive Headteacher / Head of School / Line Manager.

Where it is not possible for a staff member to carry out some or all of their normal duties off-site, the Executive Headteacher / Head of School / Line Manager will discuss and agree alternative arrangements with the individual concerned.

Where staff are unsure about what work they should be carrying out while working off-site, they will speak to their line manager.

7. Wellbeing support

To support the wellbeing of staff who are working off-site, the school will provide:

- Regular communication and updates from their line manager
- Access to the Wellbeing app

Staff should communicate with their line manager if their wellbeing is being affected while working off-site.

8. Safeguarding

Where staff are interacting online with pupils while working off-site, they will continue to follow the our existing policies:

- Staff code of conduct
- IT acceptable use policy
- Child protection policy

9. Technical support

13.1 Equipment

Staff will be able to request technical equipment in cases where they do not have access to a laptop/tablet that they can use off-site during working hours.

All requests will be subject to approval based on a hierarchy of need and availability of equipment at the time.

If staff are borrowing equipment, they must agree and sign our IT equipment loan agreement before they receive the equipment.

9.2 IT support

If staff are having issues with technical equipment while working off-site, they should contact:

- SavvyIT – support@savvyit.co.uk
- Head of Operations

9.3 Workstation safety

The board of Trustees recommends that staff set up an appropriate space for working at home, so they do not cause physical injury to themselves. Where possible, it recommends that staff aim to:

- Sit upright at a table/desk, on a chair
- Raise their laptop/tablet (e.g. using books or a stand)
- Use a separate keyboard and mouse, and use the mouse with a straight wrist
- Have appropriate lighting near to the workstation

Staff are recommended to carry out a display screen equipment homeworker risk assessment via Smartlog in line with the health and safety requirements.

10. Data protection

All staff members will take appropriate steps to ensure their devices remain secure. This includes, but is not limited to:

- Keeping the device password-protected – strong passwords are at least 8 characters, with a combination of upper and lower-case letters, numbers and special characters (e.g. asterisk or currency symbol)
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Keeping operating systems up to date, including always installing the latest updates

15. Monitoring arrangements

This policy will be reviewed every 3 years by the board of Trustees or as required by changes in legislation.

At every review, this policy will be approved by the board of Trustees.

16. Links to other policies

This policy links to the following policies:

- Flexible working policy
- Remote learning policy
- Child protection policy
- ICT acceptable use policy
- Data protection policy and privacy notices
- Staff code of conduct
- Staff handbook
- Health and safety policy/use of display equipment policy