



## Boroughbridge High School and King James's School Federation

### POLICY STATEMENT

# Working from Home Policy

Policy last reviewed	April 2020 (KJS)
Ratified by Governors	July 2021
Next policy review due	July 2024
Due for review by Governors	July 2024
Staff Lead	HR Advisor

#### **Significant revisions since the last review:**

Minor revisions since last review relating to change in policy titles.

Policy review as part of full review of HR policies under the Federation.

## **1. INTRODUCTION**

- 1.1 For a variety of reasons, and with varying degrees of frequency, staff may undertake some of their duties away from their normal place of work. Whilst there is an expectation that normally staff will be in the workplace, it is accepted that occasionally there will be circumstances where an individual and the relevant line manager agree that it is mutually beneficial for that individual to work at home.
- 1.2 The intention is that this policy will ensure fair treatment and consistency of approach, which is understood by all staff.
- 1.3 The Federation's Working from Home Policy has been written following guidance from the government and various local authorities.
- 1.4 The Working from Home Policy and its implementation will be reviewed every 3 years.

## **2. TECHNOLOGY AND DEVICES**

- 2.1 If using a personal device for remote working, ensure that any devices that hold work-related information have up-to-date anti-virus software and that broadband connections have properly configured firewalls.
- 2.2 Contact the IT Helpdesk if any issues are encountered, with home working, do not try to resolve any issues without the help of the IT Department.
- 2.3 Practice extra caution with incoming emails as there may be an increased risk of fraud, email hacking, spear phishing etc. especially at times when homeworking is more prevalent across the country.
- 2.4 Employees are responsible for technology and equipment whilst it is in their care outside of the school site.

## **3. GDPR - ENSURING CONFIDENTIALITY OF INFORMATION**

- 3.1 Ensure devices are locked whenever they are not being used.
- 3.2 Where possible, work in a separate part of the home to family members.

- 3.3 Do not take phone calls where others are likely to hear the conversation. This might mean moving to a different room, closing the door, or arranging a call for a more convenient time. Turn off Smart Speakers.
- 3.4 When making video calls using either Microsoft Teams or Zoom, take the same precautions to keep the conversation private as when making a phone call. In addition, be aware of anything that may be in the camera's field of view which may be confidential; documents with addresses, photographs and other sensitive data.
- 3.5 When making video calls using either Microsoft Teams or Zoom, ensure that behaviour and dress-code is conducted in an appropriate and non-offensive manner e.g. no offensive T-shirts.
- 3.6 Avoid taking hard copy documents home, if papers are taken home, never place those papers in a bin or using a home shredder – any such papers should be shredded back at the school.
- 3.7 Lock any papers away in a safe place.
- 3.8 Avoid sending information to personal email accounts (for example, so it can then be printed at home).
- 3.9 Do not use social media platforms (unless already used and permitted by the school) to discuss work matters. If you are, please register by contacting the Director of Business Services for King James's School, or **Head Teacher of Boroughbridge High School**
- 3.10 Notify the Director of Business Services of any potential personal data breach. A breach will still be notifiable even if it does occur at home during the pandemic or while working at home for any other reason.
- 3.11 Information Security policies, procedures and protocols remain in place and can be found on **ItsLearning**/Courses/School Policies/Resources. These include the Code of Conduct, Information Governance policies (GDPR), Social Media Policy and the Acceptable Use Agreement.

## **4. HEALTH AND SAFETY**

- 4.1 The employee must refer to the standard on Display Screen Equipment (DSE) regarding the use of computer equipment and how to set up a workstation. Further information about working with computer workstations can be found via the HSE website.

[Display screen equipment \(DSE\) workstation checklist \(hse.gov.uk\)](https://www.hse.gov.uk/dse/)