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Working from home policy

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1. Aims

This policy aims to:

- Set out expectations for staff working from home
- Outline how the school will support staff to work from home when they need to

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

2. Roles and responsibilities

Part of the

Mulberry
Schools Trust



2.1 Headteacher

The headteacher is responsible for ensuring that this working from home policy is applied consistently across the school.

2.2 The governing board

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

The governing board will hold the headteacher to account for the implementation of this policy.

2.3 Other staff

Staff will ensure they follow the expectations in this policy.

3. Circumstances when staff may work from home

Staff may work home if they are:

- Doing flexible working - see also section 4.1
- Following clinical/and or public health advice
- For discrenry purposes and in consultation with the headteacher

Where staff are unsure about whether they can or should work from home, they must speak to the headteacher or line manager.

If a staff member is unable to work for any reason when they would be working from home, for example due to sickness or caring for a dependent, they will report this using the school's normal absence procedure.

4. Working hours

When working from home, staff are expected to be available as per their usual contractual hours.

4.1 Flexible working

Our policy on flexible working continues to apply where staff are working flexible hours from home.

5. Duties

Wherever possible, staff working from home 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 line manager who will consult with the SLT link/Headteacher.

Where it is not possible for a staff member to carry out some or all of their normal duties from home, the line manager who will consult with the SLT link/Headteacher will discuss and agree alternative arrangements with the individual concerned.

Where staff are unsure about what work they should be carrying out while working from home, they will speak to the line manager who will consult with the SLT link/Headteacher.

6. Wellbeing support

To support the wellbeing of staff who are working from home, the school will provide: regular opportunities to check in with LM and be engaged in meetings and regular breaks are expected to take place in line with health and safety training for times at computers.

Staff should communicate with line manager if their wellbeing is being affected while working from home.

7. Safeguarding

Where staff are interacting online with pupils while working from home, they will continue to follow our existing policies that apply in a safeguarding capacity, including : Child protection policy, Behaviour policy staff code of conduct, IT acceptable use policy.

Virtual learning policy- safeguarding, terms of use and fair access

Safeguarding considerations for communication online (google classroom/zoom/teams/show my homework/gmail

Chat

Students and staff have access to the chat facility on google classroom. The expectations of chat is that there will be no:

- use of inappropriate language
- talking about things that aren't related to the subject
- distracting or hindering other students
- ignoring an instruction from a teacher
- fighting, bullying or being offensive

Teachers will remove any inappropriate chat immediately and report to Heads of Year or Child protection

Email

- All students and staff have a network account and individual email address.
- Students must immediately tell a teacher if they receive offensive e-mail.
- Students must not reveal personal details of themselves or others in e-mail communication, or arrange to meet anyone without specific permission.
- E-mails sent to an external organisation should be written carefully and should mirror letters written on academy headed paper.
- The forwarding of chain letters is not permitted.

Safeguarding considerations on delivering online learning and live lessons

This document has been drawn up from guidance from the Department for Education, NSPCC and The Key for School Leaders.

1. Professional boundaries

Staff engaging with pupils online have a responsibility to model safe practices at all times and should always maintain appropriate professional boundaries. Any behaviour, which could be misinterpreted by others, should be avoided and any such incident must be reported to a senior leader.

2. Conduct and dress

Staff engaging in online learning should display the same standards of dress and conduct that they display during a normal school day; they should also role model this to pupils and parents/carers.

Staff, when delivering online lessons/meetings with pupils should consider the following points:

- Ensure the background is appropriate i.e. photos, artwork, identifying features, mirrors. Ideally, the backing should be blurred or a standard image displayed.
- Wear suitable clothing - staff and pupils should be fully dressed.
- Do not discuss anything personal to you or the student.

- Be aware of displaying overt emotions.
- Only contact pupils in the times agreed with line managers.
- Teachers should always be in neutral areas where nothing personal or inappropriate can be seen or heard.
- Staff and pupils should be in living/communal areas - not bedrooms; pupils must be seated in a shared area of the home.

5. Data protection considerations when recording online lessons/meetings

Any video recording may constitute personal data if it contains personal images or voices of identifiable people. Therefore, if staff wish to record the lesson they are teaching or a meeting where they are the host, they should consider the following data protection principles of transparency, lawful basis and retention timelines:

- **Transparency:** Prior to the start of any recording, the meeting host should inform the group that the session is being recorded. This will give people the opportunity to turn their webcams off if they are active.
- **Lawful basis:** The lawful basis for recording lessons and work-related meetings is 'Public Task' i.e. to promote and advance education and learning in the public arena.
- **Retention timelines:** Recordings are to be kept for no longer than the purpose they were obtained for, or within mandated legal timelines e.g. for assessment purposes. Once the timelines have passed the recording must be deleted. Any online lessons that have been recorded will be reviewed every twelve months and deleted accordingly.

Note that the chat function in google classroom/zoom/ as well as any recordings would be subject to an access data request if a student's name is used or if voice is identifiable.

Any recordings must be safely stored within Microsoft Teams and not shared in any other platform.

Behaviour code

Pupils need to be clear that this is a lesson, and as such behaviour must replicate a normal classroom face to face session. Therefore:

- Pupils should not eat, drink or chew gum when participating in online lessons.
- If cameras and microphones are on, pupils should listen carefully and interact positively at all times.
- Body language is important in online lessons. Pupils should be aware of how they present themselves.
- Pupils should be in appropriate dress for lessons.
- Pupils should arrive to the remote lesson on time.
- Pupils should not do other things - even if work- when participating in online learning. All other devices should be on silent or off, to avoid distractions or interruptions.
- When responding in chat forums, pupils should be reminded to always use professional and formal language.

8. Technical support

8.1 Equipment

Staff will be able to request technical equipment in cases where they do not have access to IT/have IT issues. Where possible support will be required, all requests will be subject to approval based on a hierarchy of need and availability of equipment at the time.

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

Unfortunately, the school will not be able to provide IT equipment to staff. If staff are unable to complete their work remotely without IT equipment, they should speak to their line manager to discuss alternative arrangements. Please note in most circumstances staff will be expected to work in school if they have ICT issues/insufficient IT equipment.

8.2 IT support

If staff are having issues with technical equipment while working from home, they should contact:

- itstaff@woodsidehighschool.co.uk
- itsupport@woodsidehighschool.co.uk

8.3 Workstation safety

Woodside High School 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
- Have appropriate lighting near to the workstation

9. 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)
- Ensuring the hard drive is encrypted - this means if the device is lost or stolen, no one can access the files stored on the hard drive by attaching it to a new device
- Making sure the device locks if left inactive for a period of time
- Not sharing the device among family or friends
- Installing anti-virus and anti-spyware software
- Keeping operating systems up to date - always install the latest updates

Please see Data protection and Electronic and information system policy

10. Monitoring arrangements

This policy will be reviewed annually by HR/Headteacher

At every review, this policy will be approved by full governing body

11. Links to other policies

This policy links to the following policies:

- Remote learning policy
- Staff wellbeing policy
- Child protection policy
- ICT acceptable use policy
- Data protection policy and privacy notices
- Staff code of conduct/behaviour policy

