

~~Working from home during the coronavirus outbreak~~St Alban's Pre School working from Home Policy in light of Coronavirus.

### 1.0 Introduction

During the coronavirus outbreak ~~the [name of setting]~~St Alban's Pre School may ask staff to work partly or wholly from home. This arrangement will only be put in place where staff are able to work from home.

Staff who are asked to work from home will need to be mindful of:

- self-discipline
- the ability to work with less or no direct supervision
- increased attention to organisational skills
- managing their mental wellbeing
- managing time effectively
- the potentially conflicting demands of work and family

This policy aims to describe the home working arrangements that will apply during the coronavirus outbreak.

### 2.0 Hours of work

Staff working from home are required to work their usual work hours. Any deviation from these hours must be agreed by ~~your line manager~~Elaine Mercer.

Staff must ensure that they take adequate rest breaks as required by the Working Time Regulations 1998. For full time staff this will normally be one hour and at least 20 minutes for part time staff, during which they must stop work.

### ~~3.0 Use of [Microsoft Teams]~~

~~Staff working from home are required to ensure that they have the [Microsoft Teams] application on during their working hours so that they can be immediately contacted.~~

### 4.0 Record keeping

Staff are expected to keep ~~their line manager~~Elaine Mercer updated on their work.

~~[Name of setting]~~St Alban's Pre School recognises that staff may not be able to carry out all their normal work tasks during the coronavirus and in line with the requirement for workers to be flexible and adaptable, ~~[name of setting]~~St Alban's Pre School reserves the right to ask staff to carry out any other reasonable duties.

### 5.0 Visits to the setting's premises

*Staff that are not required to visit settings*

In line with and subject to current government guidance, staff working from home are required, on request, to attend their normal workplace for essential tasks. This will be kept to a minimum. The dates and times of such visits will be agreed in advance.

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#### *Staff required to visit setting*

Some staff will be required to continue to visit the setting as part of their role. In these circumstances necessary precautions must be taken by staff to prevent the spread of the coronavirus.

### **6.0 Sickness**

Staff must telephone ~~the Elaine Mercer~~ line manager as soon as possible, indicating the nature of the illness and how long s/he expects to be unable to work. The setting's normal sick pay policy and procedure will apply in these circumstances.

### **7.0 Annual leave**

Staff must submit any annual leave requests in the normal way. The setting's normal annual leave policy and procedure will apply in these circumstances.

### **8.0 Maintaining contact**

The setting expects staff working from home during the coronavirus outbreak to speak with ~~their supervisor/line manager (or delegated person)~~ Head of Pre School once a day, for the purposes of:

- providing a channel for reporting
- performance monitoring and feedback
- confirming current work activities being undertaken
- general discussions about work-related matters
- ensuring wellbeing, health, safety and security
- any other work-related purposes that the setting considers appropriate

### **9.0 Equipment and materials**

It is the homeworker's duty to ensure that proper care is taken of equipment and materials provided by the setting .

### **10.0 Telephone and printing costs**

~~[Name of setting]~~ St Alban's Pre School will reimburse staff for all telephone calls and printing costs used in connection with the setting's business. A record of the costs must be provided if it is not possible to obtain a receipt. These expenses must be claimed on a monthly basis using the expenses claim form.

### **11.0 Stationery and postage**

Staff are required to obtain receipts for any stationery purchased and any items posted in the course of their work and reclaim the costs once a month, using the expenses claim form.

### **12.0 Security**

Staff who work from home are responsible for keeping all documents and information associated with the ~~[Name of setting's]~~ St Alban's Pre School business secure at all

times. Specifically, staff working from home during the coronavirus outbreak are under a duty to:

- keep all documentation belonging to the setting under lock and key at all times except when in use
- ensure that passwords are kept secure for all digital devices.

Further, equipment provided by the setting must not be used by any other member of the family or third party at any time or for any purpose.

### **13.0 Health and safety issues**

In order to consider the health and safety of staff working from home, during the coronavirus outbreak, staff and line managers should discuss the following during their regular communication:

- equipment and systems of work in the employee's home are safe
- the employee's workstation
- information and training on the safe use of equipment, including display screen equipment
- consideration of any adjustments that can be made

All staff who work from home have a duty to ensure, insofar as is reasonably practicable, that they work in a safe manner and that they follow all health and safety instructions issued by the [\[Name of setting\]-St Alban's Pre School](#).

### **14.0 Insurance**

Staff are responsible for checking that all home and contents insurance policies provide adequate cover for the fact that they work from home.

### **15.0 Protecting personal data**

When processing personal information staff must follow strict rules called 'data protection principles'. They must make sure the information is:

- used fairly, lawfully and transparently
- used for specified, explicit purposes
- used in a way that is adequate, relevant and limited to only what is necessary
- accurate and, where necessary, kept up to date
- kept for no longer than is necessary
- handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage

Managers are also required to carry out data protection impact assessments in line with the setting's policy in order to minimise or remove any risks to an acceptable level.

### **16.0 Policy compliance**

A breach of this policy could lead to disciplinary action up to and including dismissal.

<u>This policy was adopted by</u>	<u>St Albans Pre School</u>	<u>(name of provider)</u>
<u>On</u>	<u>23 June 2022</u>	<u>(date)</u>
<u>Date to be reviewed</u>	<u>23 June 2023</u>	<u>(date)</u>
<u>Signed on behalf of the provider</u>	<u>Elaine Mercer</u>	
<u>Name of signatory</u>	<u>Elaine Mercer</u>	
<u>Role of signatory (e.g. chair, director or owner)</u>	<u>Head of Pre School</u>	

~~17.0 Policy review~~

~~This policy will be kept under continuous review.~~

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