



Learning through hard work, friendship and fun.

Mill Lane Primary School Home Working Protocol

Adopted and ratified by governing body: June 2017

Review date: June 2020

This policy has been written using the Kirklees Guidelines on Homeworking / Flexiplace Scheme as a model.

The need for this policy has arisen to cover staff's wishes to be able to work at home on those days when they are entitled to Planning, Preparation and Assessment (PPA) time or other exceptional times as agreed in advance with the head teacher.

Introduction and Definition

Homeworking is a term that has been used to describe an arrangement that allows for regular, or occasional, work at or from home.

Working at Home

- This will be an arrangement where a staff member undertakes work at their home.
- This arrangement may be made on an ad hoc or regular basis.
- It is expected that the staff member takes responsibility for their own safety whilst at home as it is not considered appropriate that the Head should need to undertake a risk assessment.
- If school equipment is used at home it is expected that the staff member takes responsibility for its safe keeping and that suitable insurance arrangements have been made.
- All teaching staff are eligible for homeworking for the purpose of effective use of their PPA time and other staff will be eligible by prior agreement with the head teacher in exceptional circumstances. The Head Teacher must be in agreement at all times.

Posts Covered by the Scheme

It is assumed that all teaching staff may wish to consider working at home during their PPA time.

The Head has given permission for this to be an option for teaching staff, who will keep her informed of their wish to exercise this option.

It is envisaged that some staff may wish to work at home in exceptional circumstances but this will be treated as a one off" and agreed with the head teacher in advance putting the effective running of the school as the primary consideration.

Method of Working

- It is important that the method of working and organisation of duties is clear and acceptable to all concerned. Any queries, by employee or employer, will be discussed as and when the need arises.
- The member of staff will be expected to be flexible in their option to work at home and to be available to work in school if the needs of the school require them to be present. Any need for staff to be present on school premises during PPA would be notified with sufficient notice to allow for any alteration to previous commitments.

Conditions of Service

- Homeworking does not affect the conditions of service for any employee.
- Homeworking does not affect any future pension benefits.
- Employees are entitled to consult with Personnel/Payroll if they have any queries or questions about homeworking.
- No allowances will be given for increased use of utilities if the employee decides to exercise their right to work at home.
- The homeworking arrangement is specific to the post for which the employee is currently employed. If the employee changes their place of work they would not have an automatic right to the same conditions in their new post.
- If at any time prior to the review date the employer considers that the homeworking agreement is not working satisfactorily an earlier review date may be called and the agreement reviewed.
- If there is any dissatisfaction with the agreement and its application the Governing Body's Staffing Committee may be approached, by either the Head or the member of staff, for clarification and the settlement of any issues.
- The homeworking arrangement will be reviewed periodically when any benefits and drawbacks will be discussed. Any adjustments that may be necessary will be made at that point.
- Whilst teaching staff may exercise their option to work at home during PPA time they are expected to fulfil their conditions of service in relation to directed time. Any flexibility of work hours should be carefully considered in relation to their professional role.
- The school reserves the right to withdraw the scheme at any time.
- Any member of staff exercising their option to work at home do so with the undertaking that they will still be required to fulfil the full requirements for the post eg attendance at evening meetings.
- All staff will be expected to sign an agreement to indicate that they have a full understanding of the conditions on which homeworking are based. Copies will be held by both the Head and the member of the teaching staff.
See attached proforma.



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Formal request for a Homeworking Arrangement

Name

Address
.....
.....

Postcode

Telephone number.....

I wish to make a formal request for a homeworking arrangement as part of my entitlement to Planning, Preparation and Assessment time.

Place of work

Signed date

Staff member

Response to a Formal Request for a Homeworking Arrangement

I have received a formal request for a homeworking arrangement from

I am able to support your request.

Signed date.....

Head Staff member