



Ferring Funtime Community Pre-school

2.5 - REMOTE / HOME WORKING POLICY

Statement

Ferring Funtime Community Pre-School promotes flexible working for administration staff when appropriate, where appropriate and at its absolute discretion. Ferring Funtime will agree to an employee working wholly or partly from home, provided that such an agreement is suitable and is likely to achieve effective and efficient working by the employee. The provision of home working plays an important part in making it possible to attract and retain the best possible staff.

The benefits of home working for Ferring Funtime includes:

- Control of office space requirement and containment of overhead costs.
- Staff attraction, retention and performance.
- Promotion of the Charity as forward-thinking and able to embrace technology maintaining operational flexibility.

The benefits of homeworking to employees include:

- Promotion of work / life balance
- Job satisfaction
- Flexibility
- Saving of travel costs and time
- Reduced stress.

Home working is not a contractual right.

Home Working Criteria

Ferring Funtime will consider the extent to which the employee holds the right personal qualities and skills suitable for home working in accordance with the following non-exhaustive criteria:

- Self-discipline and motivation
- The ability to work without direct supervision
- Level of experience
- Organisational skills
- The ability to manage time effectively and meet deadlines
- The ability to cope with the potentially conflicting demands of work and family
- General reliability, attendance and time keeping record
- Disciplinary record

Ferring Funtime reserves the right to amend the criteria at any stage as the operational needs of the charity dictate. The criteria will also be used to monitor the continued viability of home working.

Work and Caring Commitments

Home workers must separate domestic and work activities as far as is practicable possible. Employees with caring responsibilities will be required to demonstrate that the care arrangements for the dependant person do not conflict with work activities. The employee's line manager must be informed as soon as reasonable possible of any changes to caring arrangements that have implications for the work being undertaken from home.

As there is a need to balance work and home life, employees should inform their friends and family about their home working arrangements to ensure interruptions are kept to a minimum during the working day.

Data Protection

There are a number of common-sense guidelines which should help you remain compliant with data protection legislation and reduce the potential for a data breach. A data breach being defined as "A security incident in which sensitive or confidential data is copied, transmitted, viewed, stolen, lost, accidentally or intentionally destroyed or amended, or used by an individual unauthorised to do so".

Work from administration inevitably means that data regarding children, their families and staff will be available remotely, we therefore advise the following;

- Lists of names and addresses or confidential records must not be left unattended at home.
- Any information precluding to any child, their family or members of staff must be stored on a password protected PC, memory stick or device.
- Any hardcopy data must be stored in lockable cupboard or drawer.
- Where possible avoid working in an area frequented by family, friends or other visitors.
- If you leave your device unattended in the home, initiate the screen saver, and / or exit the file your accessing, and /or lock the screen.
- Do not share your system login/password with anyone for any reason.
- Do not allow family or friends to use your device if you have been accessing company systems.
- Do not download any company data or information to your personal devices.
- Do not print any documents containing personal data unless it is absolutely necessary, documents must be stored in your lockable cabinet any make sure the document is destroyed when no longer needed.
- Observe a “clean desk” policy but not leaving any documents containing personal or confidential information lying around.
- If your devices are lost, stolen, or misplaced you must inform your manager immediately.

Terms and Conditions of Service

Homeworkers will receive the same terms and condition of service as office-based employees that carry out the same or similar work. The employer has a duty of care to its employees and should carry out a risk assessment before homeworking can be approved.

Homeworkers will not be entitled to claim Tax relief if they have voluntarily requested to work from home.

Ferring Funtime will not contribute towards costs of working from home, eg. electricity, gas, broadband etc unless otherwise agreed. It is the responsibility of the employee to advise their mortgage provider, landlord or home insurer if they intend to work from home.

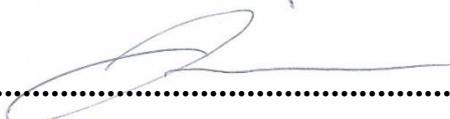
Particular Considerations

Home workers are required, on request, to attend the workplace for purposes such as training, performance assessments and appraisals, disciplinary hearings, client visits, team meeting sand other business-related meeting and/or for operational reasons. All travel costs and expenses incurred in attending the workplace will be the responsibility of the employee. The dates and times of such visits will be agreed in advance.

This policy was updated and adopted on **April 2020**

To be reviewed by..... **April 2021**

Signed on behalf of the pre-school  **Chair**

.....  **Treasurer**