



**INSPIRES MAT**  
**Remote and Hybrid Working Policy**

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## 1. What is remote and hybrid working?

Remote working usually means working from home but may mean another location which is not one of the employer's workplaces.

Hybrid working is where employees spend some of their working hours or working days at their contractual place of work and some of their time working remotely.

Employees are not permitted to work remotely outside of the UK.

## 2. Eligibility for hybrid working

Remote or hybrid working is one type of flexible working which may be considered under our Flexible Working Policy.

There will be limited roles in the School/Trust for which full remote working will be appropriate. However, consideration will be given to all elements of the role and any specific parts which may be able to be undertaken remotely.

Each case will be considered on its merits and when considering whether remote or hybrid working is possible the following key factors will be taken into account:

- The degree to which the role requires in-person contact or a physical presence within the workplace.
- Whether employees are able to actively engage, communicate and work effectively with their team and manager whilst working remotely.
- Whether employees have an appropriate private workspace to undertake work and meetings.
- Whether appropriate monitoring, supervision and support can be provided effectively.

## 3. Applications

Requests to work remotely or in a hybrid arrangement on a regular basis should be submitted as a flexible working request in accordance with our Flexible Working Policy.

Ad hoc arrangements can be agreed outside of a formal flexible working request, by line managers. Examples might include:

- Occasional days worked at home to complete a particular piece of work
- Occasional days worked at home to manage a personal or health issue
- PPA time

## 4. Contractual Position

A remote or hybrid working arrangement will not result in any contractual changes or change to a staff members terms and conditions of employment. The primary place of work will remain the employer's workplace(s) as set out in the contract of employment.

Remote working may be on a regular or ad hoc basis. In all cases, employees will be required to attend the workplace for certain meetings and events as required. Wherever possible these times will be notified in advance, but there will be occasions when attendance at the workplace is required at short notice on days or at times when it has been agreed the employee will usually work remotely.

Where remote or hybrid working is agreed it will not be unreasonably withdrawn. Circumstances where remote of hybrid working arrangements may be withdrawn include:

- Where an employee is not meeting acceptable performance standards.
- Where an employee is failing to meet the obligations set out in this document.

- Where there has been an identifiable operational impact of hybrid working arrangements.
- Where an employee's role or duties, or the needs of the employer, change such that hybrid working is no longer suitable.

## 5. Policies and procedures

Employees carrying out hybrid working need to comply with all policies, procedures, and standards.

### 4.1 Working Time

- (i) Hybrid workers are expected to carry out their contracted hours while working remotely. Where agreed, hours may be worked flexibly, but employees must ensure that they are available and accessible to others and attend meetings etc. remotely as specified as part of their specific remote working arrangements.

This will include sharing calendars and agreeing methods for contact/signalling availability.

- (ii) Employees should not undertake caring responsibilities whilst working remotely unless explicitly agreed and must have adequate arrangements in place. As above, flexible working hours may be agreed.
- (iii) Leave of Absence requests should be requested as normal in accordance with the Leave of Absence Policy.
- (iv) Employees must comply with Sickness Absence Policy and Procedures, including sickness absence reporting procedures. Employees should not work undertake work from home if not fit to work.
- (v) Employees must ensure regular breaks are taken to prevent physical and mental fatigue. This includes taking short breaks away from continuous screen breaks and a lunch break away from the workspace.

### 5.2 Conduct and Performance

- (i) The expectation of performance and conduct will remain. Hybrid workers must comply with the Code of Conduct and all other HR policies at all times.
- (ii) Employees are expected to comply with the appropriate dress code for video meetings.

### 4.3 Security, Confidentiality and Data Protection

- (i) Employees must comply with all data protection and confidentiality obligations when working remotely, including ensuring that:
- No household members can access school-related data (both paper and electronic).
  - Conversations about sensitive topics (e.g., pupils, parents, staff) are held in a private, secure environment to prevent others from overhearing.
  - All communications involving sensitive information use secure and encrypted channels.
- (iii) Employees are required to use the equipment, software and services provided by the employer for their work (such as OneDrive, MS Teams), including for communications and calls.
- (iii) Employees must not use their personal equipment (phone, computer etc.) for work related purposes, other than in an emergency or where explicitly agreed and security measures are put in place. Employees should not provide their personal number or email for work purposes.
- (iv) Under no circumstance should employees hold work meetings in person at their own home.

Failure to follow these measures when working in remote environments may result in disciplinary action.

## 6. Remote working environment

Employees are responsible for ensuring they have a suitable environment to work in. This should consider health and safety and confidentiality and information security requirements.

## **6.1 Equipment and costs**

- (i) Employees should have a dedicated workspace when working remotely with appropriate space, lighting, and equipment to enable safe, secure and comfortable working.
- (ii) The employer is not responsible for the provision, cost, maintenance, replacement, or repair of any personal equipment such as a desk or chair, unless the provision of specialist equipment is agreed e.g. link to a health-related need.
- (iii) The employer will supply one set of relevant IT equipment which remains the property of the employer and employees must take reasonable care of equipment provided to them.
- (iv) Employees are responsible for ensuring they have a good quality, reliable and secure internet connection when working remotely.
- (v) The employer will not make financial contributions for normal household expenditure such as heating, lighting, and broadband costs for hybrid workers. Hybrid working is optional, and staff may opt not to undertake it and remain working at their contractual place of work.
- (vi) Employees remain responsible for costs associated with travelling to and from their contractual place of work in all circumstances. It is the employee's responsibility for transportation and set up of equipment between the Trust site and remote working location.
- (vii) Employees are responsible to reviewing any implications of home working with their home insurance, mortgage company, landlord etc.

## **6.2 Health & Safety**

- (i) Employees must follow all relevant health and safety expectations whilst working remotely, including undertaking Display Screen Equipment (DSE) Assessments, for which guidance can be provided.
- (ii) Employees must promptly report any injuries or accidents sustained during remote working.

# **6. Managers' Responsibilities**

Managers are responsible for managing the effectiveness of the hybrid working arrangements for the posts within their structures.

- (i) Regular communication is essential to maintain productivity and support mental health. This may include:
  - Regular video calls with team members to provide updates, address challenges, and check on wellbeing.
  - One-on-one video check-ins between staff and managers occur regularly.
  - Video communication is preferred over emails or phone calls for team meetings, as visual contact can reduce isolation and improve engagement.
- (ii) When managers are hybrid working themselves, they will ensure that they are on site regularly to engage with their teams.