

Home Working Agreement – Wren’s Nest Primary



Appendix A

1. Purpose

- This agreement sets out expectations for staff who have approval to work from home.
- Home working supports flexibility while ensuring continuity, productivity, safeguarding, and adherence to school policies.
- This agreement applies to staff undertaking professional duties from a home-based working environment, whether on a full-time, part-time, occasional, or ad-hoc basis.

2. Status of the Working Day

- A home-working day is treated as a normal contracted working day.
- Staff must be available, contactable, and working during their usual hours unless alternative arrangements have been formally agreed.
- All duties, responsibilities, and deadlines remain unchanged.
- Any changes to working patterns will be communicated in advance where applicable.

3. Attendance and Availability

- Staff must remain reachable via school email, telephone, or agreed communication platforms throughout the working day.
- Short periods of unavailability (e.g., focused work, virtual meetings) should be managed as they would be on site.
- Any technical issues impacting work must be reported and addressed promptly.
- Staff must use **school email accounts only** for all school-related communication.

4. Appointments, Leave and Time Off

- Working from home does not remove the requirement to request leave for medical appointments, personal commitments, or any other absence.
- All requests for time off must follow the school’s Leave of Absence, Sickness, and Time Off for Appointments policies.
- Time away from work for appointments must be requested and recorded in the usual way.

5. Safeguarding and Confidentiality

Staff must:

- Work in a safe, secure, and confidential environment.
- Handle all data, pupil information, and sensitive documents in line with GDPR, the Data Protection Act 2018, and school policies.
- Use only school-approved software, systems, and communication platforms.
- Ensure personal and sensitive data is accessed only when necessary and stored securely.
- Ensure devices are password-protected and locked when unattended.
- Ensure confidential information cannot be overheard or viewed by household members or visitors.
- Ensure screens are not visible through reflective surfaces (e.g., windows, mirrors).
- Maintain professional boundaries at all times when communicating with pupils and parents/carers.
- Report any safeguarding concerns immediately in line with statutory guidance and school procedures.

6. Information Security and Data Protection

Staff must:

- Use school devices for all work-related tasks wherever possible and not store or process school data on personal devices.
- Not use personal or third-party email accounts for any school matters.
- Keep paper and electronic records separate to reduce theft impact.
- Keep a record of any paper documents taken home and returned.
- Transport documents securely and go directly home when carrying sensitive information.
- Never leave documents or devices in vehicles, especially overnight.
- Dispose of paper records using cross-cut shredding.
- Remain vigilant to phishing attempts and verify suspicious messages before clicking links or opening attachments, using multi-factor authentication where available.

7. Video Conferencing

Staff must:

- Use school-approved platforms (e.g., Microsoft Teams).
- Check privacy and security settings before meetings.
- Restrict access using passwords or waiting rooms where appropriate.
- Ensure surroundings are confidential and free from reflective surfaces.
- Keep software and browsers up to date.
- Avoid sharing personal or sensitive data unless essential.

8. Working Environment

- Staff are responsible for maintaining a suitable workspace that supports effective working, including reliable internet access and an appropriate confidential environment for calls or virtual meetings.
- The workspace should minimise risks related to posture, screen use, and electrical safety.
- Equipment must be kept out of sight when not in use.

9. Health, Safety and Wellbeing

- Staff are responsible for maintaining a safe and suitable home-working environment.
- Staff should take regular breaks and follow best practice for display screen equipment.
- Any health and safety concerns must be reported promptly (a home working risk assessment may be required).

10. Personal Responsibility and Accountability

Staff must:

- Comply with all relevant school policies while working from home.
- Complete required Information Governance training.
- Understand that breaches of this agreement or related policies may result in disciplinary action.
- Understand that individuals may face civil action under UK GDPR for data loss or misuse.

11. Review and Monitoring

- Home-working arrangements may be reviewed at any time to ensure they meet the needs of the school.
- This agreement will be reviewed regularly and updated as necessary to reflect changes in legislation, guidance, or working practices.
- The school may amend or withdraw home-working arrangements where necessary.

Agreement and Signatures

I confirm that I have read, understood, and agree to comply with the expectations set out in this Home Working Agreement and the Home Working Policy.

Employee Name: Signature: Date:

Headteacher Name: Signature: Date: