

Occasional Home-Working Policy

Scope and Purpose

Although home-working is not usually appropriate for SFX staff, it became the norm during lockdown and will be necessary for anyone who is isolating in line with government guidelines, if the person is well. We do not expect or sanction home-working for those who are sick.

There is no contractual entitlement for any employee to work from home; however, SFX recognises that it is appropriate and beneficial for both the College and employees for employees to work at home if they are well but unable to attend College.

We recognise that there are some roles which do not lend themselves to home-working, such as Estates work, and those falling into this category and unable to work during isolation will not be penalised.

This policy and procedure refers to formal working from home days and can be applied at the College's discretion in cases other than those relating to Covid.

Principles

Those who are required to complete a period of isolation, or for some other reason are prevented from coming into College but are otherwise well, will be expected to work from home.

If you are working from home, you should ensure that you respond to emails and phone calls related to work and complete all duties. Meetings should be attended via Zoom where possible. We recognise that this may not always be possible and you should liaise with your line manager if there are areas of your role that you will be unable to complete remotely.

Permission to Work from Home

If you are required to isolate but are otherwise fit and well, you should inform the absence line in the normal way (absence@sfx.ac.uk or 020 8772 6025) as soon as you are aware that you will be unable to attend College. You will then be contacted by HR to ensure that you have all you need to enable you to work from home. You should also stay in contact with your line manager either by email or telephone.

Equipment and Expenses

The College has provided iPads to teaching staff which should be used to continue to work from home. Support staff will be provided with a laptop which will be enabled to access all necessary College systems. Upon request portable desks and suitable chairs may also be supplied to facilitate a work station which is fit for purpose where this is not already available at home.

Where significant telephone use is required, and with the prior agreement of the Head of Faculty/Department, the College will reimburse the cost of any telephone calls made from home in the course of pursuing official duties, on receipt of an itemised telephone bill.

Health and Safety

Employees working from home must take all reasonable care of their own health and safety and that of others and must inform the College of any changes in circumstances which might affect Health and Safety. If you are working from home, you must complete a workstation assessment by following this link: <https://www.hse.gov.uk/pubns/ck1.pdf>. If you require any advice regarding IT equipment, please contact the IT department at ithelpdesk@sfx.ac.uk.

Any accidents and injuries occurring during an agreed period of occasional home working must be reported in accordance with the College's accident reporting procedures.

Wellbeing

We recognise that working remotely can feel lead to feelings of isolation. If you need mental health support, please call our confidential 24/7 counselling line on 03300584885. You can also contact one of the College's Mental Health First Aiders by phone or email – ask HR for current details of Mental Health First Aiders. Please also remember that your HR Department is always there to offer support as well.

Monitoring

While this policy is to be followed by all employees of the College, it does not form part of an employee's contract of employment.