



The right support, at the right time

Working From Home Policy

Author	Mrs Emma Rennie-Gibbons
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This policy sets out the guidance and responsibilities for staff working from home as employees of Leading Futures Education Services Ltd.

Working From Home Policy

At Leading Futures, we recognise the value of flexible working arrangements, including the ability to work from home, where appropriate, in order to support the efficiency and well-being of our staff.

As an alternative provision, we understand that forward-facing roles, such as teaching and direct interaction with learners, remain a priority. However, we also acknowledge that there are times when working remotely can be productive, allowing staff to focus on tasks such as completing administrative work, attending online meetings, policy writing, or catching up on paperwork.

This policy outlines the guidelines for working from home, in line with government and trade union guidance on flexible working in education. For further guidance see, [Flexible working in schools - GOV.UK](#)

1. Purpose of Working from Home

Working from home can be used for tasks such as:

- Completing work set by the Director or other senior staff
- Catching up on paperwork, lesson planning, or administrative tasks
- Writing and reviewing policies or reports
- Attending online meetings or professional development sessions/ training

While working remotely can provide focused time to complete these tasks, staff should remember that their role involves a significant amount of direct engagement with learners. This policy ensures that working from home is used effectively and responsibly while maintaining the essential forward-facing aspects of the role.

2. Requesting Working from Home Time

Staff members should request approval for working from home in advance, specifying the tasks to be completed during that time. Approval should be sought from the Director or relevant senior staff.

Requests should be made in writing with sufficient notice (one week) to ensure that the needs of the provision are met and that any necessary arrangements are in place for learners' support.

The request to work from home will not be granted if the staff member is required to be teaching at that time as a high standard of lesson delivery and consistency is always expected.

See Annex 1, for Working From Home Request Form.

3. Document Security and Data Protection

Staff must ensure the security and confidentiality of all documents and data while working remotely.

This includes:

- **Signing in and out of documents:** Any documents taken from the provision to work on at home must be signed in and out at the office. This is to ensure accountability and track sensitive materials.
- **Laptop Security:** All laptops and devices provided by Leading Futures must be password protected. Staff are responsible for ensuring that laptops are stored securely when not in use and locked at all times to prevent unauthorised access. Company laptops should not be left in a car overnight.
- **Data Protection:** Staff must follow the provision's data protection policies and ensure that all learner and staff data is kept safe. This includes ensuring any sensitive information is not left unsecured when working from home or outside the alternative provision environment.
- **Destroying of Documents:** Staff must return any waste to work so that it can be destroyed in line with data protection guidelines.

4. Maintaining Professional Standards

While working from home, staff must remain accessible and responsive during their working hours.

Staff should ensure that:

- **Communication:** They are contactable via email, phone, or other communication tools as agreed with their line manager.
- **Meetings:** Staff should attend any pre-arranged online meetings and participate fully, ensuring they contribute to discussions and remain engaged.
- **Work Completion:** Staff must ensure that the tasks agreed upon are completed within the timeframe set and that they report back to their line manager regarding progress. A Work From Home Log Tracker (see Annex 2), should be completed and submitted on your return to work.

5. Health and Well-being

Leading Futures encourages a healthy work-life balance. Staff working from home should set clear boundaries between work and personal time to prevent burnout. It is important for staff

to take regular breaks and ensure that their work environment is ergonomically sound and conducive to productivity.

Staff should not send or reply to emails received after 6.00 pm each day. The only exception to this should be if it is of a safeguarding nature.

6. Review of Working from Home Arrangements

Working from home arrangements will usually be a temporary arrangement and agreed in advance. If working from home was required for a longer period of time then the arrangement will be reviewed regularly to ensure they continue to meet the needs of both staff and the provision. This policy will be updated in line with changes to government guidance and best practice for flexible working in schools.

7. Failure to Comply

Failure to comply with the guidelines outlined in this policy, including neglecting document security or misuse of working from home arrangements, may result in a review of the staff member's ability to work remotely in the future and/ or disciplinary action taken against them.

At Leading Futures, we are committed to ensuring that our staff have the support and flexibility they need to perform their roles effectively while maintaining the high standards of care and education for our learners.

Links to other Leading Futures Policies include:

- Data Protection Policy
- Staff Code of Conduct, Discipline, and Grievance Policy
- Management of Allegations Against Staff Policy
- Acceptable Use Policy

Annex 1

Leading Futures Working from Home Request Form

- **Name:** _____
- **Job Title:** _____

Request Details:

- **Date(s) of Requested Working from Home:**
From: _____ **To:** _____
- **Days affected:**
 - ☐ Monday
 - ☐ Tuesday
 - ☐ Wednesday
 - ☐ Thursday
 - ☐ Friday
- **Total Hours Expected to Work from Home:** _____
- **Reason for Working from Home (please specify tasks to be completed):**
 - ☐ Completing work set by the Director or other senior staff
 - ☐ Catching up on paperwork or administrative tasks
 - ☐ Policy writing or documentation work
 - ☐ Attending online meetings or professional development/ training
 - ☐ Other (please specify): _____
- **Expected Outcome or Deliverables (briefly describe what you aim to accomplish):**

Security and Data Protection:

- **Documents to Be Taken Home:**
(Please list any documents or materials you plan to take from the site)

- **Have you signed in and out any documents you are taking home?**
☐ Yes
☐ No
- **Will you be using a laptop or device provided by Leading Futures?**
☐ Yes
☐ No
- **Please confirm your laptop/device is password protected and that you will store it securely when not in use:**
☐ Yes, I confirm
☐ No, I do not confirm

Communication During Remote Work:

- **How will you remain contactable during your working hours?**
☐ Email
☐ Phone
☐ Other (please specify): _____
- **Will you be attending any online meetings during this time?**
☐ Yes
☐ No
If yes, please list them: _____

Staff Member Signature:

Date:

Director Approval:

- **Director's Name:**
- **Approval (please indicate):**
☐ Approved
☐ Not Approved
- **Director's Comments (if any):**

Director's Signature:

Date:

Note: All requests should be submitted at least 5 working days in advance to allow for planning and consideration.

Annex 2

Leading Futures Work From Home Log Tracker

This log is to track and document work completed while working from home. It must be filled out daily and signed by both the staff member and your Director for verification.

Instructions:

1. Complete the log daily, recording the time you started and finished working, the tasks completed, and the time spent on each task.
2. Ensure that the total time worked for each day and the total hours for the week/ month are accurate.
3. Submit the log to your Director for verification and signature at the end of the week or month.
4. This log serves as a record of your remote working hours and tasks and helps ensure that all work is tracked and completed effectively

Staff Member Information:

- Name:
- Job Title:
- Date:

Date	Time Worked From & To Hours	Tasks Completed	Time Spent on Individual Task	Total Time Worked Today	Staff Member Signature	Director Signature

Total Time Worked (Hours) for the Week/Month: _____

Staff Member's Comments or Additional Notes:

(Provide any comments on tasks completed, challenges faced, or additional information)

Staff Member Signature:

Date:

Director's Signature:

Date:
