

# COVID-19 PANDEMIC WORKING FROM HOME POLICY FOR SCHOOLS



## PURPOSE & OBJECTIVE

To ensure that Seaholme Primary School appropriately supports Staff working from home during a pandemic.

As a result of the contagious nature of COVID-19 Seaholme Primary School is implementing Working from Home arrangements in order to continue to maintain services and to:

- minimise the workplace risk to the health and safety of our staff and students, and the wider community; as well as
- ensure that, as far as reasonably practical, privacy and confidentiality obligations continue to be met.

This policy will apply until Seaholme Primary School advises staff of changes to, or termination of, these working arrangements.

As far as reasonably practicable:

- all current Seaholme Primary School policies will remain in force including those relating to leave applications, child protection, social media, bullying, harassment and discrimination.
- Seaholme Primary School will consult with staff with respect to the application of this policy. Staff should discuss any concerns or queries with Ashley Craig, or any other person directed by the Seaholme Primary School to deal with these concerns or queries.

## SCOPE

This policy applies to:

Some, or all staff and staff that may be directed, as to when they will be required to work from home.

*Note: Working from home may not be a suitable option for all staff, and in those situations Seaholme Primary School will discuss alternatives with those individuals.*

## POLICY IMPLEMENTATION

### Your Contract of Employment

The terms and conditions of employment set out in your employment contract will continue to apply during your working from home arrangement except where it is not reasonably practical to do so.

### Working Hours & Check-ins

Unless otherwise agreed all staff are to maintain the same working hours that they would normally work.

As it is important that Seaholme Primary School is aware of your attendance you will need to comply with any directions such as regularly checking in with the school.

### Notice of Inability to Work

If you are unable to work for any reason, including sickness or caring responsibilities, we ask that you advise Ashley Craig, or another person as directed by the Seaholme Primary School with as much notice as is reasonably practicable, preferably before your usual start time. If you are able to provide earlier notice this will assist in staff scheduling and maintaining continuity of our operations.

### Working from Home - workplace health and safety

When you work from home, your work area becomes your “workplace” and it is important that we ensure, as far as reasonably practicable, that your workplace is safe.

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To help us to ensure that your workplace is safe, as is reasonably practicable, and that we can address any safety issues that may arise, we ask that you:

- Complete the Working from Home OHS Checklist; and
- Advise Ashley Craig, immediately, in the event of any changes to your situation that may affect your personal safety.

If there is any immediate danger to your personal safety by working from home, please advise your Ashley Craig immediately. Work should not proceed until this danger has been effectively controlled or removed.

When working from home you are responsible for taking all reasonable measures to look after your own health and safety and that of anyone who may be affected by your work activities.

## Child Safe Standards

### *Mandatory reporting*

Mandatory reporters' obligations under law remain the same.

### *Reporting child abuse*

During online school learning, if school staff become aware of an incident, receive a disclosure or form a reasonable belief that a child has been abused or is at risk of abuse, they must follow all normal procedures for responding to and reporting child abuse, including the four critical actions for schools.

## Maintaining Privacy and Confidentiality

All staff are reminded of their privacy and confidentiality requirements.

Particular care should be taken to ensure that:

- Hardcopy confidential and personal information is kept securely.
- IT equipment belonging to Seaholme Primary School is not used by non-employees.
- Privacy and confidentiality is maintained when making work-related phone calls or participating in online meetings.
- You remain vigilant to cybersecurity concerns.
- If you suspect that there has been a data breach whether as a result of lost devices or hacking, phishing, or other external event, you must immediately notify James Barger, Seaholme Primary School Privacy Office.

## Important Notifications

You must immediately notify the Seaholme Primary School if:

- You, or someone in your household contracts COVID- 19.
- You are placed in self isolation as a result of contact with a person with COVID-19.
- You are injured while at work.
- There is any significant change to your working from home environment that may present a safety hazard.
- There is a personal information data breach.
- You become aware of a child protection incident or situation.

## Procedure Before Commencing to Work from Home

Prior to commencing working from home you should:

1. Identify the area that you will be using in your home and take necessary action to adapt it to your working needs.

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2. Complete the Working from Home OHS Checklist and return this to Seaholme Primary School as soon as reasonably practicable.
3. Discuss with Ashley Craig, or another person as directed by Seaholme Primary School any remedial action which may need to be taken in relation to any foreseeable safety hazards identified in the Checklist.
4. Discuss with your James Barger, or another person as directed by Seaholme Primary school any equipment needs.
5. Ensure that you have provided Oria Cozzolino, with up to date contact information including your mobile phone number and address.
6. Ensure you have access to all relevant information, hardcopy and electronic, that you will need to maintain efficient working from home.

## **FURTHER INFORMATION AND RESOURCES**

[COVID 19 Advice for Schools](#)

## **EVALUATION AND REVIEW**

This policy will apply until Seaholme Primary School advises staff of changes to, or termination of, these working arrangements.