

# Remote / Home Working

July 2023

The Houghton and Wyton Pre-School promotes flexible working for administration staff and Early years staff when appropriate, where appropriate and at its absolute discretion. The preschool will agree to an employee working wholly or partly from home, provided that such an arrangement is suitable and is likely to achieve effective and efficient working by the employee. The provision of home working plays an important part in making it possible to attract and retain the best possible staff.

## **The benefits of home working for Houghton and Wyton Pre-School includes:**

- Control of office space requirement and containment of overhead costs
- Staff attraction, retention and performance
- Promotion of the Charity as forward-thinking and able to embrace technology maintaining operational flexibility.

## **The benefits of home working to employees include:**

- Promotion of work/life balance
- Job satisfaction
- Flexibility
- Saving of travel costs and time
- Reduced stress.

Home working is not a contractual right.

## **Home working criteria:**

Houghton and Wyton Pre-School will consider the extent to which the employee holds the right personal qualities and skills suitable for home working in accordance with the following non-exhaustive criteria:

- Self-discipline and motivation
- The ability to work without direct supervision
- Level of experience
- Organisational skills
- The ability to manage time effectively and meet deadlines
- The ability to cope with the potentially conflicting demands of work and family
- General reliability, attendance and timekeeping record
- Disciplinary record.

Houghton and Wyton Pre-School reserves the right to amend the criteria at any stage as the operational needs of the charity dictate. The criteria will also be used to monitor the continued viability of home working.

## **Work and caring commitments**

Home workers must separate domestic and work activities as far as is practicably possible. Employees with caring responsibilities will be required to demonstrate that the care arrangements for the dependant person do not conflict with work activities. The employee's line manager must be informed as soon as reasonably possible of any changes to caring arrangements that have implications for the work being undertaken from home.

As there is a need to balance work and home life, employees should inform their friends and family about their home working arrangements to ensure interruptions are kept to a minimum during the working day.

Due to the nature of childcare records, lists of names and addresses of children and other records must not be worked on or left unattended at home. Any information precluding to any child can be stored on a password protected PC or memory stick, that when not in use is secure and locked away

### **Terms and conditions of service**

Home workers will receive the same terms and conditions of service as office-based employees that carry out the same or similar work.

### **Particular considerations**

Home workers are required, on request, to attend the workplace for purposes such as training, performance assessment and appraisals, disciplinary hearings, client visits, team meetings and other business-related meetings and/or for operational reasons. All travel costs and expenses incurred in attending the workplace will be the responsibility of the employee. The dates and times of such visits will be agreed in advance.

I have read and understand the Remote/Home Working Policy. I understand that this policy is effective from commencement of my employment at Houghton and Wyton Pre-School.

Signed..... Date.....

*This policy was adopted at a meeting of **HOUGHTON & WYTON PRE-SCHOOL PLAYGROUP***

*To be reviewed as required.*

*Signed on behalf of the Parent Management Committee:*



*Name of Signatory: **CLAIRE ANDERSON***

*Role of Signatory: **CHAIRPERSON***