DDAT
Derby Diocesan Academy Trust

Hybrid and Home Working Policy

September 2026

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1. Introduction

1.1. We recognise that there may be times when the ability to work from home as part of a hybrid working model may be of benefit to you and the Trust/ School, for example, when, despite being fit to work, travelling to the office may be difficult (for example, due to recovery from an injury such as a broken leg) or when a quiet, uninterrupted work environment will assist in dealing with a backlog of administrative tasks or in writing reports to a deadline. We therefore support homeworking where possible and in appropriate circumstances. This may be:

1.1.1. Occasionally, for example to respond to specific circumstances or to complete particular tasks; or

1.1.2. On a regular basis.

1.2. Occasional or permanent homeworking can, in certain circumstances, be a means of making reasonable adjustments for an employee with a disability.

1.3. It can be requested as a means of flexible working under our Flexible Working Policy & Procedure.

1.4. Some roles could be identified as having the potential for hybrid working, where employees' duties can be fulfilled adequately with their time split between home and work locations.

1.5. Any employee who is suspected to have abused the provisions set out in this policy may be subject to disciplinary proceedings in line with the Trusts disciplinary procedure.

1.6. This policy does not form part of any employee's contract of employment, and the Trust may amend it at any time following consultation with recognised Trade Unions. It has been implemented following consultation with all recognised Trade Unions

2. Scope and purpose

2.1. This policy sets out how we will deal with requests for homeworking and conditions on which homeworking will be allowed. The homeworking location is your home address provided to the Trust / School.

2.2. Homeworking could either be a one off or an occasional arrangement or could be a more regular way of working.

2.3. This policy does not apply to agency workers, consultants, or self-employed contractors.

2.4. Requests for working from home will be considered taking into account the role that the employee carries out. For example, requests from staff working in pupil-facing roles will be unable to be granted on the days and times that they are required to be working directly with pupils. This will also be the case for requests from staff in roles required to be on school sites, such as those dealing with members of the public or parents. Whether or not requests are granted and the reasons for doing so will, therefore, differ between teaching and support staff and from one employee to another, depending on the role they do.

2.5. Any arrangement for home working must meet business needs and the employee's needs so it is favourable for both parties. The policy operates on the principle that any request for hybrid

or home working will only be approved if it is mutually beneficial, that is that the Schools / Trusts needs are met.

2.6. Trust premises will be the main place of work for all employees; however, some roles may require employees to travel between schools or Trust premises from time to time to fulfil their role. Some roles may allow for some flexible hybrid or home working, with time split between an employee's home and their normal place of work (school/office) or other Trust premises.

2.7. The decision about whether an employee or group of employees should be allowed to work at home will rest with the Headteacher / Executive Headteacher / CEO and / or the Trust.

2.8. Whilst working from home, employees are still bound by the Trust policies and should be cognisant of the Trust's Data Protection Policy, Information Security, Acceptable Use Policy, Staff Code of Conduct Policy and any other relevant policy.

2.9. The Trust reserves the right to withdraw hybrid and or home working from an employee following discussion with their Line Manager. Notes of the decision should be maintained. Line Managers will regularly review appropriateness of hybrid or home working.

3. Eligibility

3.1. Not all roles and not all jobs are suitable for homeworking.

3.2. A request for homeworking is unlikely to be approved, on either an occasional or permanent basis if:

3.2.1. Any aspect of your performance has been identified as unsatisfactory or requiring supervision, or within an informal or formal performance capability process unless previously agreed in advance by their Line Manager for example.

3.2.2. You have an unexpired warning, whether relating to conduct or performance.

3.2.3. You need supervision to deliver an acceptable quality and/or quantity of work.

3.2.4. You will also need to be able to show that you:

3.2.5. Can work independently, motivate yourself, and use your own initiative.

3.2.6. Can manage your workload effectively and complete work to set deadlines.

3.2.7. Can identify and resolve any new pressures created by working at home.

3.2.8. Can adapt to new working practices, including maintaining contact with your line manager and colleagues at work.

3.2.9. Have a suitable area and environment in which to work from home.

3.2.10. Have work that can be undertaken at home.

3.2.11. Dress professionally in line with the Staff Code of Conduct.

3.2.12. Can make arrangements for the care of any children or other dependants who rely on you for support or care when you are working from home.

3.2.13. Can continue to work the hours required by your contract of employment.

4. Requests for homeworking

4.1. Applications for home working must be made through the Trusts Flexible Working Policy & Procedure

4.2. Any terms on which it is agreed that you may work from home will include the following:

4.2.1. You will be subject to the same performance measures, processes and objectives that would apply if you worked on School / Trust premises.

4.2.2. If any concerns are raised through the appraisal process or by your line manager in relation to your performance, or you are subject to any warning in relation to your conduct, you may be required to return to work at the School / Trust premises.

4.2.3. Your line manager will remain responsible for supervising you, will regularly review your homeworking arrangements and take steps to address any perceived problems. They will also ensure you are kept up to date with any information relevant to your work.

4.2.4. You will be provided with the same opportunities for training, development and promotion as staff based in the workplace. If your homeworking arrangement may impact on your ability to apply for certain roles, your line manager will discuss this with you to ensure that you are not denied any opportunity unfairly.

4.2.5. You agree to attend the School / Trust Offices for meetings, training, or other events which you are required to attend.

4.2.6. Where a flexible working request is not approved; the employee may request a review in accordance with the Flexible Working Policy & procedures within 10 working days of the decision

4.2.7. The schools / Trust's existing insurance policies (both public and employer's liability as part of the DfE's Risk Protection Arrangement - RPA) will continue to operate and cover the homeowner as a third-party claimant. Hybrid and home working employees are advised to take out a household insurance policy if they do not currently have one. It is a condition of this policy that employees inform their household insurers, and check that they are covered if any work equipment causes damage, and for a claim from a third party. Any additional charges for such cover and associated costs will be paid for by the employee.

4.2.8. If regular home working is undertaken, the Trust may request a copy of the current household insurance policy, and a copy should be kept on the personal file.

4.2.9. You will be required to work from your home address for the duration of your homeworking arrangement. If you wish to work from a different location at any time, you will need to agree this with your line manager OR the HR department in advance and that request is subject to their written approval.

4.2.10. If you wish to work from a location abroad at any time during your homeworking arrangement, this will require separate approval from the HR department and there is no guarantee that this will be possible. Working from home from a location abroad is not subject to this policy due to different compliance and legislative requirements.

4.2.11. If we agree to you working from an address other than your home address, this will be subject to our right to require you to return to your home address within an agreed number of weeks' notice.

4.2.12. A hybrid or home working declaration form (see appendix A) must be completed and signed by the employee and their Line Manager prior to hybrid or home working. A copy must be retained by the employee, and a copy will be held on their personal file / HR system. The declaration form should be reviewed annually.

5. Equipment

5.1. The school / Trust will not usually provide staff members with additional equipment to use at home.

5.2. Employees may use school / Trust equipment for home working purposes where this is already provided, this may include current computer equipment that is supplied to you by the school / Trust (E.G laptops)

5.3. Where equipment is provided you must:

5.3.1. Use it only for the purposes for which we have provided it.

5.3.2. Take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures.

5.3.3. Make it available for collection by us or on our behalf when requested to do so.

5.3.4. Not use any personal device or computer for work.

5.3.5. Employees will be responsible for ensuring that they have suitable telephone and broadband available and contacting their own provider in the event of any technical issues.

5.4. We are not responsible for associated costs of you working from home, including the costs of heating, lighting, electricity, broadband internet access, mobile or telephone line rental or calls.

5.5. If you require any reasonable adjustments, you should inform us of any equipment you require to work from home comfortably, and these should be noted on a Reasonable Adjustment Passport.

5.6. Any computer or communications equipment (e.g., laptop, mobile phone, etc.) provided by the School / Trust must be used for work-related purposes only and must not be used by any other member of the family or third party at any time or for any purpose.

5.7. Any faults with the equipment provided by the school / Trust must be reported to your Line Manager or the Estates and Health & Safety Lead for the Central Team immediately.

5.8. The Trust is not responsible for the maintenance, replacement, or repair of any personal equipment that is used. When using a home telephone or personal mobile phone for official work purposes a detailed record of official calls should be kept. Calls from a personal device should be kept to a minimum after alternative methods of communication have been exhausted (e.g. email or Teams calls). Telephone numbers should be withheld, and the number dialled should not be stored for further use outside of the nature of your role.

6. Health and safety

6.1. When working at home, you have the same health and safety duties as other staff. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions. You must attend all courses required, comply with any Trust Policies, and agree to use equipment safely.

6.2. The Trust retains the right to check the employee's work areas in their own home for Health and Safety and information security purposes. Appropriate notice will be given to the employee to carry out the checks. These checks will normally be carried out by the Line Manager / appropriate professional and may be carried out at the initial set-up, as part of the risk assessment, for testing electrical equipment, or to review any concerns raised. The need for such inspections will depend on the nature of the work undertaken. Whilst working at home temporarily, there is no increased risk using display screen equipment (DSE) if you are using the equipment correctly e.g. sat at a desk/table and not having to bend your neck too far forwards or backwards. Laptops should not be placed on cushions or your lap causing the vents to become obstructed as this could cause the device to overheat.

6.3. Prior to commencing homeworking, and periodically after, including whenever there is a change to your circumstances, such as a change to your workstation, environment or equipment, you will be required to complete a home workstation self-assessment. If the risk assessment identifies any concerns, the Line Manager / Estates and Health & Safety Lead for the Central Team will record who will make the changes and the timescales in which they must be actioned.

6.4. All changes within the home will be paid for by the employee. Requests may be rejected by the Line Manager after seeking further advice from the Central Operations Team if the level of risk associated with a staff member working from home is too high, or the risks cannot be managed effectively.

6.5. If concerns are raised with the employee regarding their working practices or working environment at home have not been addressed by the employee, the Trust reserves the right to refuse further requests for hybrid or home working until the concerns are resolved.

6.6. You must not have physical meetings in your home with parents, pupils or other individuals associated with the school, and must not give your home address or telephone number to any such individuals. Virtual or video meetings with parents, pupils, or other individuals associated with the School/ Trust may be conducted from home where approved by your line manager,

6.7. You must maintain safeguarding standards in line with the Department for Education statutory guidance - Keeping Children Safe in Education Document (as amended). but you must ensure

that you comply with the school/ trust's child protection and safeguarding policy and data protection policy when doing so, and that your home background is not visible (using the Trusts approved virtual background or blurring your background).

6.8. You must ensure that your working patterns and levels of work, both over time and during shorter periods, are not detrimental to your health and wellbeing and you must continue to take the rest breaks to which you are entitled under your contract of employment and the Working Time Regulations 1998.

6.9. Where the agreed working pattern allows for flexibility, both Line Manager and employee should monitor to ensure excessive hours are not being worked. It is important that working patterns and hours are not detrimental to the employee's health and comply with the Working Time Regulations.

6.10. There is no expectation on you to respond to emails, or schedule work calls outside of your regular working hours unless there are exceptional circumstances. If you have concerns about your health or wellbeing arising as a result of your workload or working pattern, you should inform your line manager without delay so that appropriate steps can be explored.

6.11. You must use your knowledge, experience, and training to identify and report any health and safety concerns to your line manager OR Estates and Health & Safety Lead for the Central Team.

6.12. When you are working at or from home you are covered by our accident insurance policy, should you sustain a work-related injury or illness while performing authorised duties at home. Any accidents must be reported immediately in accordance with our health and safety policy.

6.13. If you are ill during a period of homeworking, you must report your absence in the normal way using the sickness absence reporting procedure.

6.14. Please speak to your Line Manager, or your designated Mental Health first Aider, if you are feeling isolated or struggling with your mental health, and refer to section 8 of this policy for helpful contacts.

7. Data protection and confidentiality

7.1. You must comply with your duties and obligations with regard to confidentiality and data protection under the requirements of data protection legislation, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and the Trust's data protection policy.

7.2. In accordance with the requirements of data protection legislation and the Trust's data protection policy, when working at or from home, you are responsible for maintaining the security and confidentiality of any of School/Trusts-related resources/equipment or information to which you have access. In particular:

7.2.1. You must restrict the access of family and friends to work equipment, materials, documents, and other data, in order to avoid damage or loss, and maintain confidentiality.

7.2.2. You must ensure that all confidential material that requires disposal is shredded or, in the case of electronic material, securely destroyed as soon as any need for its retention has passed.

7.2.3. You must use best endeavours to ensure the care of work-related information and Trust property when travelling to or from home.

7.2.4. You must maintain a private space for confidential work calls.

7.2.5. You must ensure that any display screen equipment is positioned so that only you can see it, or a privacy screen is used.

7.2.6. You must lock your computer terminal whenever it is left unattended.

7.2.7. You must ensure any wireless network used is secure.

7.2.8. You must send work-related emails and messages through our designated communication facilities.

7.2.9. When working from home, you must comply with the Trusts (ICT) user policy, including any requirements relating to network security, VPN use, and authentication.

7.3. If you discover or suspect that there has been a data breach or an incident involving the security of information relating to the School / Trust, our pupils, or anyone working with or for us, you must report it to the Trusts Data Lead and via GDPRiS.

7.4. The breach will be investigated and may be dealt with in accordance with the DDAT's Disciplinary Procedure.

8. Helpful contacts

- Counselling/support is available through the school's / Trust's sickness absence insurance scheme as below;
- Schools Advisory Service
- Support is available via 0800 562561 or: https://www.educationsupport.org.uk
- Updated contact details can be sourced through the DDAT HR Department or the Trust's Mental Health First Aiders.
- **MIND** - - https://www.mind.org.uk/workplace/coronavirus-and-work/tips-for-supporting-yourself-and-your-team/

Appendix A

Hybrid or Home Working Declaration Form

I have read, understood, and agree to the Trust's policy and guidelines on hybrid and home working.

I accept the offer of hybrid / home working (delete as appropriate) and any associated costs. I also accept that this offer may be withdrawn by my Line Manager at any time following discussion.

Employee Check List		**Line Manager Check List**	
Suitable internet connection		Risk assessment completed and actions followed up	
Suitable phone connections/service		Probationary period complete	
Suitable workstation		Training provided relating to hybrid / home working	
Appropriate equipment available		Equipment will be stored away securely	
Insurance Provider informed		Documents will be locked away	
Mortgage/landlord etc informed		Agreed ways of communication	

Signed:

Employee:

Date:

Line Manager's Signature:

Date Agreed:

To be reviewed and signed annually.