



Pandemic Working from Home Policy

Aims

- A.** To maintain an educational service to students during a pandemic.
- B.** To minimise the workplace risk to the health and safety of our staff and students, and the wider community.
- C.** To ensure that, as far as reasonably practical, privacy and confidentiality obligations continue to be met.

Scope and Application

This policy is available on the school website and applies to:

- A.** Employees
- B.** Students
- C.** Parents
- D.** Community members
- E.** Visitors to the school

This policy will apply until the school advises staff of changes to, or termination of, these working arrangements.

Principles

- A.** All current school policies will remain in force including those relating to leave applications, child protection, social media, bullying, harassment and discrimination.
- B.** The school will consult with staff in respect to the application of this policy. Staff should discuss any concerns or queries with the Principal, or any other person directed by the school to deal with these concerns or queries.
- C.** Working from Home arrangements may apply to some, or all staff, and staff will be directed as to when they will be required to work from home.
- D.** In the absence of a direction to work from home, individual requests from staff to access work from home arrangements will be considered on a case-by-case basis by the Principal, in the context of demonstrated health, safety or other reasonable concerns.

- E. Working from home may not be a suitable option for all staff, and in those situations the Principal will discuss alternatives with those individuals.

Responsibilities

A. Board

1. Write and update this policy in consultation with relevant parties.
2. Review and approve a request from the Principal to implement Pandemic Working from Home arrangements.

B. Principal

1. Advise the Board of the need to implement Pandemic Working from Home arrangements.
2. Consult with staff in respect to implementation of this policy.
3. Receive staff concerns and queries.
4. Review and approve Working from Home applications from staff.
5. Discuss and approve all alternative working arrangements with staff.
6. Ensure all school policies continue to be enforced.
7. Ensure staff attendance and performance is monitored and recorded.
8. Oversee Workplace Health and Safety.
9. Respond to any Important Notifications by staff.

C. All staff

1. Collaborate with the Principal and colleagues in the implementation of this policy.
2. Direct any concerns or queries to the Principal.
3. Follow individual Working from Home arrangements as approved by the Principal.
4. Complete the Working from Home Checklist.
5. Take all reasonable measures to look after own health and safety and that of anyone who may be affected by your work activities.
6. Advise the school, immediately, in the event of any changes to your situation that may affect your personal safety.
7. Ensure all school policies are continued to be adhered to.
8. Notify the school and/or Principal with reasonable notice if unable to work for any reason.
9. Notify the school and/or Principal of any Important Notifications.

D. Administration staff

1. Record Working from Home arrangements for all staff.

2. Manage all staff Working from Home records including attendance records and Workplace Health and Safety records.
3. Relay to the Principal any notifications received from staff.

Related Legislation

- A. Occupational Safety and Health Act 1984
- B. Occupational Safety and Health Regulations 1996
- C. Health Act 1911
- D. Emergency Management Act 2005
- E. Biosecurity Act 2015
- F. Emergency Management Regulations, 2006
- G. School Education Act 1999
- H. School Education Regulations 2000
- I. Privacy Amendment (Private Sector) Act 2012
- J. Industrial Relations Act 1979

Related Kerry Street Documentation

- A. Procedures and Forms including:
 1. Pandemic Working from Home Procedure
 2. Home Based Work Arrangement
 3. Pandemic Working from Home Checklist
 4. Quick Tips for Working from Home
- B. Policies including:
 1. Appropriate Relations
 2. Child Safety and Well-Being
 3. Communication
 4. Duty of Care
 5. Email, Internet and Mobile Phone
 6. Employee Social Media
 7. Employment and Dismissal of Staff
 8. Insurance
 9. Privacy
 10. Records Management
 11. Risk Management
 12. Staff Code of Conduct.

13. Volunteers

14. Workplace Health and Safety

Contact Person

Enquires relating to this policy should be directed to the School Principal or Board Chair.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Review and Authorisation

- A. New policy created April 2020
- B. To be reviewed S2 2020

Revision History

Date	Revision	Detail
April 2020	v.1	Creation of Policy and Procedure