



**Working Together**

# **Working Off Site Policy**

**November 2020**

## History of Changes

<b>Version</b>	<b>Description of Change</b>	<b>Authored by</b>	<b>Date</b>
1.1	Dates of policy and review.	D Kerr	January 2015
1.2	No changes	D Kerr	March 2017
1.3	Minor updates to list of duties, name and date changes	D Kerr	November 2020

## Introduction

The College aims to support working practices that enable staff to achieve an appropriate work/life balance while contributing effectively to the needs of the College.

## Scope

This policy applies to all staff employed by the College other than those classified as home workers (see the Homeworking Policy).

## Key Principles

All work activities should be carried out at a time and place that ensures that the needs of the College are best served. Unless contractually classified as working from home, the normal place of work will be one of the College campuses.

Many work activities require staff to be in a “set place and time”. The key factor in these activities is the necessity to be in direct contact with the customer or provide a service for the building or its infrastructure (Examples are provided in appendix 1).

It is expected that line managers will be in attendance during their normal working hours unless in unusual circumstances and as agreed in advance by the appropriate Senior Manager.

Other work activities can be carried out at “anytime and place” appropriate to the activity. The key factor in these activities is the achievement of an agreed outcome by an agreed deadline. It is recognised that being able to work off-site provides a flexible approach to working which in certain circumstances can be beneficial to both the member of staff and the College. The decision as to which work activities sit within this category rests with the SLT Manager concerned.

Staff who are able to undertake part of their normal duties at any time or place should choose a location appropriate to the nature of that work in agreement with their line manager and in line with the College requirements. All College policies, procedures and guidelines will continue to apply irrespective of the location. Working off-site by choice should not incur additional expense to the College: no reimbursement for costs, including travel costs, will be available.

You may be asked to work off site in exceptional circumstances for the effective and efficient operation of the College.

## **Contact and Cover**

Line managers must ensure that appropriate cover is available on campus. Staff wishing to work off-site should seek agreement with their line manager in advance. Where cover issues occur, the College reserves the right to require the staff member to work on campus irrespective of what has previously been agreed. Staff working off site must therefore be contactable.

## **Health and Safety**

The College continues to have a duty under Health and Safety legislation when a member of staff works off-site. Staff who work off site are required to take reasonable care of their own health and safety and to co-operate with the college as necessary to comply with statutory obligations. If an accident or injury takes place whilst working off-site, the incident must be reported to the Health & Safety Officer.

## **Confidentiality and Security**

Staff who work off-site are expected to ensure that they comply with the College requirements on confidential information as detailed in the Information Security Policy.

## **Guidelines for work required to be carried out at a set time and place**

The following list is neither inclusive nor exclusive but indicates the type of activity that would normally be expected to be carried out on a College campus:

- face to face teaching and instruction
- face to face student tutorial/support
- face to face IT support
- security
- facilities management
- training required on site

## **Responsibilities**

The SLT are responsible for overseeing this policy.

The Head of HR and Development is responsible for the implementation and monitoring compliance with this policy.

All staff are responsible for ensuring compliance with this policy.

This policy will be reviewed every 3 years, or more regularly if necessary.

## Working Off Site Policy

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Status:	Approved by JCC
Policy Dated:	November 2020
Author:	Head of HR and Development
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Equality Impact Assessed:	November 2020