Working Remotely Guidelines

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Introduction

Whilst recognising the challenges of remote work for school-based employees due to the very nature of the work and duty of care associated with working with children and young people, there are circumstances where staff may need to work remotely due to unforeseen circumstances.

Working remotely is not standard practice at Wenona. These Guidelines do not relate to any ongoing flexible work arrangements for an individual employee.

Purpose

These Working Remotely Guidelines should be read and considered by all employees as directed by the Principal and in line with the School's policies and procedures, including but not limited to the following:

- Child Protection and Mandatory Report Policy (301)
- Discrimination Harassment Bullying Statement March 2019 (115)
- Email Communication Guidelines March 2019 (204)
- ICT Acceptable Use Policy for Staff (#203)
- Privacy Policy March 2019 (110)
- Staff Code of Conduct February 2020 (200)
- Social Media Policy (206)
- Social Media Guidelines April 2019 (206.1)
- Student Disability and Discrimination Policy March 2019 (108)
- Work Health and Safety Policy March 2019 (530)

The full suite of Policies, Procedures and Guidelines can be found in the Staff Services folders on the Wenona Portal. The Wenona School Continuity Plan and will inform these Guidelines.

These Working Remotely Guidelines provide the School, line managers and employees with a clear understanding of the expectations and procedures that inform our work and associated expectations with working remotely.

Some of the circumstances that may impact on the need to work remotely are:

- Natural disasters that impact on the Wenona site and / or transport to and from School
- Acts of terrorism and accidents that impede transport to and from School and /or safety on campus
- School closures as directed by the government under Public Health Alerts, and in line with WHS management policies and procedures
- Pandemics

Roles and Responsibilities

Role	Responsibility
Principal	Direction and communication of all directions to work remotely. Leadership through incident / situation, including liaison with public bodies such as emergency services that are directing school closures and the like.
Critical Incident Team	To support Principal and Board of Governors in ensuring the care and support of the Wenona Community in specific situations.
Teaching Staff	To deliver quality teaching and learning experiences to students in their care, including both academic and pastoral care responsibilities, as well as any additional responsibilities as indicated by leadership positions or as delegated by the Principal.
Professional Services Staff	To support the School operations and teaching and learning, including any additional delegated responsibilities as a result of the closure or incident

Considerations

All employees have varied responsibilities and therefore the need for nuanced and agreed 'Remote Work Plans' are needed for any role that is deemed to need to work remotely. These 'Remote Work Plans' are to be considered by both the Employer and Employee as situations emerge and will largely be negotiated prior to a known situation or remotely as the situation demands.

At Wenona it is important to note that the requirement to work remotely will be given by the Principal or her delegate. This request will be communicated as a situation emerges and will explicitly indicate that staff will be required to work remotely. In this situation specific requirements and procedures will be issued by the Principal or her delegate.

As a school, our focus is always on the quality of teaching and learning to our students and the provision of care for our students. Not all roles work directly with students, however, it is important that by the very nature of working in a school we all are committed to the education of our girls and young women as a priority.

Central to our Working Remotely Guidelines is the need to have access to technology and internet services to ensure employees are able to communicate and engage with the regular tasks afforded to their position. As part of all 'Remote Work Plans' is an assessment of the technology requirements and level of access required to undertake their role remotely.

Another key requirement is the provision of a safe and secure environment and all employees must undertake a Working from Home Checklist as an assessment of their environment, prior to the approval to work from home.

With any direction to work remotely there would be school and community wide communication to ensure whole school understanding of expectations in moments of whole school closure or compromised situations.

Process

1. The Principal or her delegate (based on risk management protocols) directs staff (individual, group or all staff) to work remotely. This may coincide with closure of the School in specific situations. This will be communicated via email, SMS, phone call, meeting or written correspondence depending on the nature of the situation and level of risk.

   In this correspondence will be:

   a. An indication of timing, expected working hours and nature of situation
   b. A direction (if not already undertaken) to complete a 'Remote Work Plan' that will include expected hours of work, levels of access, Working from Home Checklist, and assessment of remote environment, security considerations, expectations – general and specific, equipment needed, and any other matters deemed relevant. This will include having a line manager sign off on their team's plan.
   c. Any record management and reporting procedures
   d. Employment support and HR processes to support staff throughout remote work conditions (leave provisions for staff with caring responsibilities in certain situations).

2. The employee works with their line manager to complete a 'Remote Work Plan', which is collated and stored in the School Database (emailed to PA to Deputy Principal (Staff and Strategy). This includes Appendix A 'Remote Work Plan' and B 'Working from Home Checklist.

3. The Remote Work Plan is implemented with daily 'check ins' and support from line manager for all employees. A daily Employee Update is emailed by the Principal or her delegate to ensure continued workplace connection.

4. Return to normal duties and 'site' clearance directions and expectations with multiple communication channels used to ensure appropriate communication coverage

5. Evaluation of Working Remotely Guidelines and / or specific situation

Appendix A – Remote Work Plan

Appendix B – Working from Home Checklist

Appendix A – Remote Work Plan

Remote Work Plan		
Name:		
Role:		
Line Manager:		

	Usual	Adjusted (working remotely):
Roles and Responsibilities:		

Remote Working Environment	
Description:	
Address:	
Online Access (availability of the internet):	
Equipment Needed:	
Workstation:	

Security	
Considerations around school data and security:	
Other Recommendations and Considerations:	

	Staff Member	Line Manager
Name:		
Signature:		
Date:		

Appendix B – Working from Home Checklist

This Checklist is to be completed by staff members who have been authorised to work from home.

Staff Member		Line Manager	
Name:		**Name:**	
School / Department:		**School / Department:**	
Phone:		**Phone:**	
Email:		**Email:**	
Chair			
The chair is easily adjusted from a seated position (Seat back height and angle, seat height)	Yes	No	N/A
The seat back is adjusted so the lumbar support of the chair supports the lower back	Yes	No	N/A
The chair height ensures that forearms and wrists are parallel to the floor or angled down slightly when chair height adjusted	Yes	No	N/A
When chair height is adjusted appropriately, the feet are positioned on the ground	Yes	No	N/A
If feet are not positioned on the ground, a foot rest is provided	Yes	No	N/A
Seat back angle is adjusted so user is in an upright position when using keyboard	Yes	No	N/A
WorkStation Desk			
Desk is large enough for the completion of mixed tasks (computer and reading / writing) *(Australian Standard 442:1997 advises this should be at least 1600mm x 800mm)*	Yes	No	N/A
Desk is between 680mm and 735 mm high	Yes	No	N/A
If desk is height adjustable - is this easily adjusted? Adjusted so forearms are parallel to floor or angled down slightly?	Yes	No	N/A
Desk is designed so frequent trunk twisting / rotation is not required	Yes	No	N/A
User can sit close to workstation without any impediment (Check that the desktop is thin, chair arms are not in the way, clear leg room)	Yes	No	N/A
If documents are regularly referred to, they can be positioned and supported (i.e. use of document holder, or desk slope) to avoid unnecessary neck movement (looking sideways / downwards)	Yes	No	N/A

Monitor			
Is positioned at approximately an arms distance when in an upright seated position	Yes	No	N/A
Is positioned at an appropriate height (*neck remains in a neutral position – not required to look upwards or downwards to view monitor*)	Yes	No	N/A
If using a laptop, this is either raised, or this is positioned on a docking station	Yes	No	N/A
Monitor is positioned away from direct light sources and is free from glare / reflection	Yes	No	N/A
Keyboard and Mouse			
Elbows remain close to side of body when keyboard and mouse are utilised	Yes	No	N/A
Mouse is at the same level as the keyboard	Yes	No	N/A
Separate keyboard and mouse is used if utilising laptop computer for extended periods	Yes	No	N/A
Work Environment			
Lighting is adequate (able to read / refer to documentation without eye strain)	Yes	No	N/A
Noise levels are not distracting from task concentration	Yes	No	N/A
Ventilation (natural or artificial) is adequate	Yes	No	N/A
Date completed:			

Actions or equipment required

List any actions or equipment (e.g. document holder, monitor stand) or modifications (e.g. workstation adjustments) required:

_____

_____

_____

_____

_____

Please forward completed form to the PA to Deputy Principal (Staff and Strategy)

	Staff Member	Line Manager
Signature:		
Date:		
Risk Management Review		
Date Received:		
Comments:		
Signed:		
Date:		

Publishing and review schedule

Published to	Access	Key note/date
Master Policy File, Master Online Register, Review Calendar	Principal, Senior Executive Quality Assurance Manager	
Portal (PDF copy only)		
Staff Handbook		
Student Planner		
Other – please state		
	Name / Signature	**Date**
Reason for document	Internal Control ☒	NESA ☐
Written	Mr M Staker - Deputy Principal (Staff and Strategy	March 2020
Ratified	Dr B Scott – Principal	March 2020
Next review due	Deputy Principal (Staff and Strategy)	January 2022, and after any incident.