



**GREENSHAW**  
LEARNING TRUST



# GLT Hybrid Working Policy

**ALWAYS  
LEARNING**

## Contents

1. Introduction
2. Review and approval
3. Designated persons
4. Associated Policies, Procedures and Legislation
5. Who does the Hybrid Working Policy apply to?
6. Taking individual circumstances into account
7. Arrangements while attending the workplace.
8. Arrangements whilst working remotely.
9. Health and safety
10. Data protection
11. Requesting flexible working

## **1. Introduction**

---

The Greenshaw Learning Trust (the 'Trust') recognises the significant interest in more flexible forms of working, and how hybrid working has created new expectations and desires for its members of staff.

Trust staff have identified many benefits from working from home which include an improved work-life balance, greater ability to focus with fewer distractions, more time with family and friends, saved commuting time and costs, benefiting from technology and higher levels of motivation.

This policy sets out Greenshaw Learning Trusts approach to hybrid working. Hybrid working allows Trust staff to split their time between attending the workplace and working remotely. Hybrid working is an important element of both the Trust's:

- strategy for adapting to, and thriving in, the new working environment following the recent global pandemic; and
- commitment to supporting a positive work-life balance for its members of staff.

## **2. Review and approval**

---

This Policy will be reviewed regularly. Before implementing changes in employment policies and procedures and working and organisational arrangements the Trust will, where appropriate, undertake consultation and negotiation with Trade Union representatives through the JCNC.

## **3. Designated persons**

---

GLT Head of HR: Jenny Cain. Email: [jcain@greenshawlearningtrust.co.uk](mailto:jcain@greenshawlearningtrust.co.uk)  
telephone: 020 8715 1078

## **4. Associated Policies, Procedures and Legislation**

---

This Policy is a constituent part of the GLT HR Policy

The following GLT policies and procedures are directly related to and complement this Policy:

- GLT Code of Conduct
- GLT Data Protection Policy
- GLT Data Retention Procedure
- GLT Equalities Policy
- GLT Flexible Working Policy

This policy was written in compliance with:

- The Equality Act 2010
- The Flexible Working Regulations 2014
- The Employment Rights Act 1996

## **5. Who does the Hybrid Working Policy apply to?**

---

The Hybrid Working Model is applicable to GLT staff who are not contracted to work in a school and are not under the ultimate line management of a Headteacher.

### **Split between attending work and working remotely.**

The GLT Hybrid Working Model, sets out an expectation that members of staff will work from home for up to 40% of their working time and the remainder of their working time will be spent at the workplace\*. The agreed proportion of time at home and in the workplace will be applied across a four-week period to provide further flexibility and to take into consideration part time staff and staff with a flexible working pattern.

The number of days per week each member of staff spends attending the workplace\* compared with working remotely may vary, depending on:

- their individual terms and conditions
- the nature of their role.
- what is happening within their role and team at any time; and
- the needs of the Trust, including the space available at the Trust's work locations.

*\*The workplace includes all GLT schools, all Trust Shared Service Offices and any offsite meetings that a member of staff attends on behalf of GLT.*

## **6. Taking individual circumstances into account**

---

The Trust recognises that the GLT Hybrid Working Model may be difficult for some members of staff to follow. For example, a member of staff could have challenges with their working environment at home and therefore home working is difficult for them, and they would like to attend the office more often than the recommended 60%.

If a member of staff is in this situation they should speak to their line manager in the first instance.

### **Flexibility**

It is recognised that Hybrid Working Model arrangements offer both the Trust and members of staff a degree of flexibility. Whilst members of staff will be given autonomy to manage their own diaries and working arrangements, there may also be occasions where they are asked by their line manager to:

- attend work on certain days at the request of their line manager
- attend in-person training.
- attend a department or team meeting that is determined as best conducted in person.

Similarly, there may be circumstances in which their line manager may ask them to work remotely, or to work from such other place as may reasonably required, when they would otherwise expect to attend the workplace, for example:

- for operational reasons, for example if too many members of staff are attending a particular office on a specific day; or
- in accordance with changes to government guidance that members of staff should work from home if they can.
- In such cases members of staff will be given as much notice as possible.

It is also recognised that on occasion due to unforeseen circumstances members of staff may need to change their working arrangements, for example due to dependency care, childcare arrangements etc. If this is the case, members of staff must let their line manager know as soon as possible. In such cases, members of staff should give as much notice as possible.

## **7. Arrangements while attending the workplace.**

---

### **Working hours**

For days on which members of staff are attending the workplace their normal hours of work are set out in their contract of employment.

### **Workstations**

The Trust operates a hot-desking policy for staff under the Hybrid Working Model where the Trust provides a bank of workstations in the Trust Shared Services offices located in Sutton, Gloucester and Plymouth. Hot desks are allocated via a booking system. [[Link to booking system](#)]

At the end of each day on which a member of staff is attending work, they must ensure that they leave the hot desk clean and tidy. Their laptop and other equipment and any personal items should not be left on the hot desk overnight.

Members of staff will have access to a locker at the end of each day on which they are attending work. Laptops and other equipment should either be taken home or secured away.

### **Safe-working measures**

The safety of members of staff is the Trust's priority and the following safeguards have been put in place in all the Trust's Shared Services offices:

- Staff must adhere to the school risk assessment in place.
- Offices will be cleaned daily, usually after working hours.
- Hot desks will be sanitised between users.
- Cleaning products will be available should there be a need to clean any area of the office or workstation.

If a member of staff has any concerns, has identified any potential risks, or has any suggestions for the Trust for further adaptations they should raise them with their Line Manager or with the GLT HR team. Members of staff can do this by raising concerns or making suggestions to their line manager or to the HR Team.

## 8. Arrangements whilst working remotely

---

### Working hours

While working remotely, staff must be available and working during their normal hours of work, as set out in their contract of employment.

### Sickness absence

When working remotely, staff should not work if they are unwell. If a member of staff is sick and unable to work they should notify their line manager by telephone as soon as reasonably practicable, preferably before they are due to start work.

### Technology and equipment

To assist members of staff to work remotely, the Trust may provide equipment such as:

- a laptop / computer
- a second screen
- a mobile phone
- a printer
- a chair
- wrist rest / mouse mat
- foot stool

Staff must take care of any equipment they are provided with and notify their line manager / GLT Head of IT of any faults with the equipment. If staff need any equipment, they should notify their line manager in the first instance.

Any equipment removed from a GLT location must be recorded in a loan register. Staff should speak to a member of the finance or IT teams if they require any assistance.

### Financial assistance

Members of staff may be able to claim tax relief for any household expenses incurred because of working from home, provided the expenses are solely work related. Staff who wish to benefit from this tax relief should refer to the Government's guide on claiming tax relief for job expenses at [www.gov.uk/tax-relief-for-ress/working-at-home](http://www.gov.uk/tax-relief-for-ress/working-at-home).

## 9. Health and safety

---

The Hybrid Working Model is only permitted following successful completion of the Working from Home self-assessment form and the GLT Head of HR deeming that the member of staff's remote working station is compliant with health and safety. Staff should liaise with their line manager and the HR team to ensure that their remote working set-up is appropriate and that they are working in a safe manner. However, staff must also take responsibility for their own health and safety and that of anyone else who is affected by their work (for example others in their household when they are working from home).

Staff must notify their line manager and or the GLT Head of HR, if:

- they feel any discomfort due to working remotely (such as back/neck pain); or
- they believe that there are any work-related health and safety hazards.
- any work-related accidents occur in their home.
- If they move to a new house and or upgrade their workstation they will be required to complete a further self-assessment.

## **10. Data protection**

---

The Data Protection Act 2018 applies to all paper and electronic information that is created and received as part of their employment with the Trust, regardless of where they work or store that information.

It is the duty of any member of staff working at or from home to take all reasonable precautions to protect information which is stored in the home relating to their employment with the Greenshaw Learning Trust.

All members of staff must ensure that other people residing in or visiting the home do not have access to any Trust equipment or papers. Specifically, the member of staff is under a duty to:

- keep filing cabinets and drawers locked when they are not being used.
- keep all documentation belonging to the Trust under lock and key at all times except when in use.
- set up and use a unique password for any computer and work-related files.

Furthermore, the computer and any other equipment provided by the Greenshaw Learning Trust for the member of staff must be used only for work-related purposes and must not be used by any other member of the family at any time or for any purpose. No personal data is to be stored on the equipment provided by the Trust.

Information must be kept secure when in transit between home and work and not left unattended. Information which contains data about any identifiable living individuals is subject to the Data Protection Act. Members of staff working at or from home need to know and understand their obligation to keep data confidential and secure.

Staff working at home must ensure any computer that holds work related information files has up-to-date anti-virus software. Members of staff working at or from home using a broadband connection should ensure it is on a secure network (password protected) with a properly configured firewall.

Work related information files and documentation taken or stored at home must also be accessible within the Trust who needs to use it for their work. This means Members of staff should never take home the only copy of this type of information. Any paper documents taken from the Trust should be returned once work on them has been completed or disposed of appropriately.

## 11. Requesting flexible working

---

This policy describes how the Greenshaw Learning Trust operates its Hybrid Working Model, however, there are many other forms of flexible working as outlined in the GLT Flexible Working Policy:

- reducing the number of hours that they are working.
- changing their start and finish times.
- condensing their working hours into fewer days
- working flexitime
- annualised hours
- term time only

Flexible working requests are considered on a case-by-case basis and will take into consideration the benefits to the member of staff and the Trust.

The Hybrid Working Model is also applicable to members of staff who submit flexible working requests and whose applications are successful.

Should a member of staff wish to submit a flexible working application they should refer to the GLT Flexible Working Policy and speak to a member of the HR team for further advice.