



14.1 Work from Home Policy

This policy outlines the terms and conditions under which employees of Helpston Playhouse may work from home, ensuring the safeguarding of children, compliance with legal obligations (including GDPR), and maintenance of performance standards.

Scope

This policy applies to any Helpston Playhouse employee who has been formally authorised to work from home either occasionally or on a regular basis.

Eligibility

Working from home must be approved by the employee's manager and is subject to ongoing review. Roles involving direct care or supervision of children will not typically be eligible unless under exceptional circumstances (e.g. administrative duties during closure).

General Principles

- Working from home must not compromise the quality of service, especially where child safeguarding is concerned.
- Employees must be contactable during agreed working hours.
- Attendance at Playhouse meetings, training, and on-site work remains mandatory unless explicitly waived.

Data Protection & GDPR

- Employees must ensure that all personal data, especially concerning children and families, is handled securely and confidentially.
- Work devices must be encrypted, password protected and used solely for Playhouse purposes.
- Printed documents containing personal data must be stored securely and disposed of via secure shredding or returned to the office for disposal.
- Emails and digital files must only be transmitted using secure, Playhouse-approved systems.
- Data breaches (accidental or intentional) must be reported immediately to the Data Protection Officer.

Safeguarding

- No personal devices may be used for video calls or file sharing involving child or parent information.
- Employees must conduct video meetings in private, professional settings, free from unauthorised viewers or listeners.
- Any safeguarding concerns encountered while working from home must be reported in line with our Safeguarding Policy.

Confidentiality

- Employees must not discuss or display confidential information where it may be overheard or observed by others.

- Work discussions must be held in a private space and not via personal social media or messaging platforms.
- All confidential materials must be returned to Helpston Playhouse on request.

Health & Safety

- Maintain a safe and ergonomically appropriate workspace.
- Ensure that workstations (chairs, lighting, screens) are suitable to prevent injury.
- Report any work-related incidents or injuries immediately to your line manager.

Technology & Equipment

- Helpston Playhouse may provide equipment such as laptops, monitors, and mobile phones where needed.
- Employees are responsible for the safe use and return of all equipment.
- Any technical issues must be reported promptly to the Playhouse manager.

Performance & Monitoring

- Employees must meet the same performance standards as office-based staff.
- Output, responsiveness, and participation in meetings will be monitored.
- Any concerns about productivity or compliance may lead to a review or withdrawal of home working privileges.

Expenses

Reasonable home-working expenses (e.g., office supplies, phone costs) may be reimbursed with prior approval and receipts, subject to the Playhouse's expense policy.

Policy Breaches

Failure to comply with this policy, particularly regarding data protection, safeguarding, or confidentiality, may result in disciplinary action in accordance with our Disciplinary Procedure.

Review

This policy will be reviewed annually or in response to changes in legislation or organisational needs.