



The First Federation Trust

Hybrid Working Policy

Adopted:	29 Jan 2026
Review cycle:	Three Years
Next review due by:	Jan 2029

1. About this policy

- 1.1 As part of our commitment to flexible working, the Trust supports hybrid working arrangements.
- 1.2 This policy aims to ensure that those working under a hybrid working arrangement are treated equally to workers based in the workplace and that hybrid working is carried out safely and in accordance with our policies and current legislation. It sets out the conditions on which hybrid working will be allowed and the terms that apply to all hybrid workers. If you are allowed to work under a hybrid working arrangement, you must comply with this policy.
- 1.3 Any reference to "workplace" in this policy is a reference to the place of work as specified in your contract of employment or, where not specified, your usual place of work when you attend our premises. Hybrid working does not change an employee's contractual place of work unless formally varied in writing.
- 1.4 This policy has been implemented following consultation with the trade unions.
- 1.5 This policy does not form part of any employee's contract of employment, and we may amend it at any time.
- 1.6 Nothing in this policy affects an employee's statutory right to request flexible working under the Flexible Working Regulations. All statutory requests will be considered separately in accordance with the Trust's Flexible Working Policy.

2. Who does this policy apply to?

- 2.1 This policy applies to employees who have the hybrid working element stipulated in their contract of employment with the trust.

3. Scope and eligibility

Central Trust staff – eligible subject to role

School-based support staff – may be limited, closure periods only or role specific (During school closure periods, certain school-based staff may be permitted to work remotely on a temporary basis where operationally appropriate. This does not create an ongoing entitlement.)

Teachers – normally not eligible unless contractually specific, however, specific tasks may be agreed, for example PPA

Roles where working from home is contractual

Roles not suitable – cleaning staff, Teaching Assistants, catering staff, premises staff, Meal time staff.

4. Conditions necessary for hybrid working

4.1 Not all roles and not all jobs are suitable for hybrid working. A hybrid working arrangement is unlikely to be agreed if:

- (a) you need to be present in the workplace to perform your job, for example, because it involves a high degree of personal interaction with colleagues or third parties or involves equipment that is only available in the workplace;
- (b) your most recent appraisal identifies any aspect of your performance as unsatisfactory;
- (c) your line manager has advised you that your current standard of work or work production is unsatisfactory;
- (d) you have an unexpired warning, whether relating to conduct or performance;
or
- (e) you need training and/or supervision to deliver an acceptable quality or quantity of work.

Each request will be considered on its individual merits. Where an employee has a protected characteristic, reasonable adjustments will be considered in line with the Equality Act 2010.

4.2 If you are working under a hybrid working arrangement you agree to:

- (a) have a suitable working environment at your remote working location that enables you to carry out your role effectively;
- (b) continue to work the hours required by your contract of employment;
- (c) work independently, motivate yourself and use your own initiative;
- (d) manage your workload effectively and complete work to set deadlines;

- (e) identify and resolve any new pressures created by working from a remote working location;
 - (f) adapt to new working practices, including maintaining contact with your line manager and colleagues at work;
 - (g) exercise flexibility to make changes on our reasonable request to the hybrid working arrangement, including to the days, times and location from which you work (as between your workplace and your agreed remote working location), to meet the needs of our business;
 - (h) determine any resulting tax implications for yourself;
 - (i) make arrangements for the care of any children or other dependants when you are working from your remote working location; and
 - (j) finance any travel and/or related expenses incurred when travelling to and from your remote working location or your workplace. Travel claims will be reimbursed in accordance with the Trust's Expenses Policy and are calculated either from the employee's contractual base or from their home location, whichever is the lesser of the two distances.
- 4.3 This includes compliance with Display Screen Equipment (DSE) regulations, and staff may be required to complete a DSE self-assessment.

5. Who is responsible for this policy?

- 5.1 Our board of Trustees has overall responsibility for the effective operation of this policy. The board has delegated responsibility for overseeing its implementation to Director of Operations. Questions about the content of this policy or suggestions for change should be reported to Director of Operations.
- 5.2 Any questions you may have about the day-to-day application of this policy should be referred to your line manager in the first instance.
- 5.3 This policy is reviewed at least every 3 years in consultation with relevant unions.

6. Hybrid working arrangements

- 6.1 A hybrid working arrangement is an informal flexible working arrangement which allows you to split your working time between the workplace and an agreed remote working location, such as your home.
- 6.2 Hybrid working arrangements will differ depending on the nature of your role, duties and responsibilities and so are discretionary and subject to agreement in writing with your line manager.
- 6.3 Any hybrid working arrangement is subject to you spending an average of 60% of your work time working from trust buildings unless your contract states otherwise.

Your remaining working time may be worked from your workplace or your remote working location, as agreed in writing with your line manager.

- 6.4 The days and times worked from your workplace and your agreed remote working location are subject to agreement with your line manager and may vary to accommodate the needs of our business.
- 6.5 All hybrid working arrangements will be subject to a trial period of 3 months unless your contract states otherwise. We may, at our discretion, extend this period for up to a further 3 months. During the trial period the hybrid working arrangements will be monitored. At the end of the trial period, you will be informed in writing if the hybrid working arrangements are considered appropriate to be continued.
- 6.6 It is recognised that any agreed hybrid working arrangement is subject to the requirement for you to attend the workplace on our reasonable request to accommodate the needs of our business, such as to attend training or meetings.
- 6.7 All hybrid working arrangements are subject to ongoing review and may be modified for reasons including a change in business needs or performance concerns.
- 6.8 If you have a flexible working arrangement that has been approved under a flexible working request, then it may not be possible for you to also work under a hybrid working arrangement.
- 6.9 Hybrid working arrangements agreed in accordance with this policy are discretionary and may be terminated in accordance with paragraph 13. If you want to permanently vary your contractual working arrangements so that you work from a remote working location for all or part of your working week, you will need to make a flexible working request in accordance with our flexible working policy.

7. Location

- 7.1 Your primary remote working location should be agreed with your line manager in advance and is subject to their written approval.
- 7.2 Your primary remote working location must be within commuting distance of your workplace unless written approval has been provided by your line manager.
- 7.3 If you wish to work from a different remote working location at any time during your hybrid working arrangement, this will need to be agreed with your line manager in advance and is subject to their written approval.
- 7.4 If you wish to work from a remote working location abroad at any time during your hybrid working arrangement, this will require separate approval from the Chief Executive Officer and there is no guarantee that this will be possible. Working remotely from a location abroad is not subject to this policy due to different compliance and legislative requirements.

7.5 If we do agree to you working from a different remote working location at any time during your hybrid working arrangement, this will be subject to our right to require you to return to your primary remote working location on a two-week notice.

8. Management, training and workplace attendance

8.1 Your line manager will remain responsible for supervising and assessing you in the same way as staff based in the workplace and will agree the best way to appraise your performance and provide ongoing supervision in a remote way. Your line manager will regularly review your hybrid working arrangements and take steps to address any perceived problems. They will ensure that you are kept up to date with any changes to the workplace or information relevant to your work.

8.2 You will be subject to the same performance measures, processes and objectives that would apply if you worked permanently in the workplace.

8.3 If you receive an unsatisfactory assessment in an appraisal or are subject to a verbal or written warning for any reason, your hybrid working arrangements may be terminated immediately and you will be expected to return to work in the workplace.

8.4 You will be provided with the same opportunities for training, development and promotion as provided to staff based permanently in the workplace. If your hybrid working arrangement will impact on your ability to apply for certain roles, your line manager will discuss this with you to ensure that you are not denied any opportunity unfairly.

8.5 You agree to attend the workplace or other reasonable location for meetings, training courses or other events which we expect you to attend.

8.6 You understand that when you do attend the workplace, you may have to hot desk or share a desk with someone else.

9. Health and safety

9.1 When working from your remote working location you have the same health and safety duties as other staff. You must take reasonable care of your own health and safety and that of anyone else who might be affected by your actions and omissions. You must attend our usual health and safety courses, read the health and safety policy and undertake to use equipment safely.

9.2 To identify any potential health and safety hazards at your remote working location and take appropriate steps to minimise risk, we retain the right to carry out a health and safety risk assessment remotely **OR** by arranging a home visit before or shortly after you begin hybrid working. We will contact you to arrange completion of the risk assessment. The need for such inspections will depend on the circumstances, including the nature of the work undertaken.

- 9.3 You must not have meetings in your remote working location with customers and must not give customers the address or telephone number of your remote working location.
- 9.4 You must ensure that your working patterns and levels of work when working from your remote working location are not detrimental to your health and wellbeing. If you have concerns about your health or wellbeing arising as a result of your workload or working pattern, you should inform your line manager without delay so that we can discuss measures to deal with this.
- 9.5 You must use your knowledge, experience and training to identify and report any health and safety concerns to your line manager.

10. Equipment and suitable workspace

- 10.1 We will provide equipment that we consider you reasonably require to work from your remote working location. We will make all necessary arrangements for and bear the cost of installing, maintaining, repairing or replacing (where necessary) and removing equipment from your remote working location. Where equipment is provided, it remains our property and you must:
- (a) ensure it is only used by you and only for the purposes for which we have provided it;
 - (b) take reasonable care of it and use it only in accordance with any operating instructions and our policies and procedures; and
 - (c) make it available for collection by us or on our behalf when requested to do so.
- 10.2 To arrange installation or service of any equipment that we provide, you should contact the Head of Procurement who can guide you through the process remotely. If this is not possible, we may need to arrange a visit to your remote working location and will contact you to arrange this where necessary.
- 10.3 When travelling between your remote working location and your workplace you agree to keep equipment provided by us secure at all times.
- 10.4 On termination of your hybrid working arrangement or on termination of your employment you will return all equipment provided by us. Where necessary, we may need to arrange a visit to your remote working location to reclaim equipment and will contact you to make the appropriate arrangements.
- 10.5 It is your responsibility to ensure that you have a suitable workspace at your remote working location with adequate lighting for working.
- 10.6 If you have a disability you should inform us if you require any special equipment to work from your remote working location comfortably. We will bear the reasonable cost (or reimburse you for the reasonable cost) of providing any special equipment or

making any necessary adjustments to your remote working location to enable you to work from there.

- 10.7 We are not responsible for the associated costs of you working from your remote working location, including the costs of heating, lighting, electricity, broadband internet access, mobile or telephone line rental or calls.

11. Insurance requirements

- 11.1 We shall be responsible for taking out and maintaining a valid policy of insurance covering any equipment we provide against fire, theft, loss and damage throughout your employment. You shall not do, cause or permit any act or omission which will invalidate the insurance policy.

- 11.2 We are not liable for any loss, injury or damage that may be caused from any equipment that is not provided by us but required by you to work from your remote working location.

- 11.3 If your remote working location is your home address, you are responsible for ensuring that working from home will not potentially invalidate the terms of your home insurance. You should ensure that you check your home insurance policy before commencing hybrid working and inform your home and contents insurance provider of your working arrangements as required.

- 11.4 If your remote working location is your home address, you should check the terms of your mortgage, lease or rental agreement before commencing working from home to ensure this does not breach any of the terms. It is your responsibility to inform your bank, mortgage provider or landlord that you are working from your home address and seek any necessary approval before commencing hybrid working.

- 11.5 When you are working from your remote working location you are covered by our employer's liability insurance policy. Any accidents must be reported immediately to your line manager in accordance with our health and safety policy.

12. Data security and confidentiality

- 12.1 Your line manager must be satisfied that all reasonable precautions are being taken to maintain confidentiality of material in accordance with our requirements.

- 12.2 You are responsible for ensuring the security of confidential information in your remote working location and when travelling to and from your workplace. You must not use your personal computer equipment for storing any confidential information.

- 12.3 When working from your remote working location you undertake to:

- (a) comply with our instructions relating to software security and to implement all updates to equipment as soon as you are requested to do so;

- (b) encrypt and protect by password any confidential information held on any personal device or computer;
 - (c) keep work data and personal data separate on any personal devices used for work purposes;
 - (d) send work-related emails and messages through our designated communication facilities;
 - (e) make all work-related calls through our designated 3CX system or by your work mobile.
 - (f) maintain a private space for confidential work calls;
 - (g) ensure that any display screen equipment is positioned so that only you can see it or a privacy screen is used;
 - (h) lock your computer terminal whenever it is left unattended;
 - (i) ensure no one else in your remote working location has access to confidential information stored on your personal computer or other devices;
 - (j) ensure any wireless network used is secure;
 - (k) keep all papers containing confidential information in filing cabinets that are locked when not in use, and ensure that no one else in your remote working location has access to such papers; and
 - (l) shred or otherwise dispose securely of confidential information when it is no longer required and at all times comply with our instructions on document retention.
- 12.4 Where personal devices are authorised, they must meet Trust security standards. In all cases, Trust provided equipment is the default for processing personal data.
- 12.5 To comply with data protection obligations, you will only store or process company data or personal data on equipment which has been provided by or authorised by us.
- 12.6 To comply with data protection legislation, we retain the right to conduct a data protection impact assessment (DPIA) to assess the risks involved with data processing in your remote working location. Where this is necessary, we will contact you to arrange the DPIA.
- 12.7 You confirm that you have read and understood our data protection policies from time to time in force regarding the retention of personal data, electronic communications and data security and that you will regularly keep yourself informed of the most current version of these policies. You will also attend any training on data protection and confidentiality whether online or in person when requested to do so.
- 12.8 If you discover or suspect that there has been a data breach or an incident involving the security of information relating to us, our clients, customers or anyone working with or for us, you must report it immediately to your line manager.

13. Termination of hybrid working arrangement

- 13.1 We reserve the right to terminate the hybrid working arrangement, for example, due to a change in business needs, performance concerns or if your role changes such that hybrid working is no longer suitable, subject to one month's notice.
- 13.2 If you want to terminate your hybrid working arrangement, you must give your line manager one month's notice to allow us to arrange a desk space for you in the workplace and collect any equipment that is no longer required.
- 13.3 The Trust reserves the right to suspend or terminate hybrid working arrangements immediately where there is a serious breach of policy, safeguarding concern, or data protection risk.