



The Robert Carre Trust

Outreach Working Policy (previously Remote Working Policy)

1. Definition

Outreach working is a work arrangement that permits an employee to conduct/deliver all or some of their work at an approved alternative worksite such as another school site, on behalf of the Trust.

2. Purpose

This policy has been developed to protect sensitive or valuable data and maintain the overall security of the Robert Carre Trust's (RCT) data and equipment whilst employees are working in other locations. In addition, this policy recognises and defines the duty of care of the Trust to the Outreach employees in regard to their health and safety and fair treatment.

Employees must ensure security of information and systems accessed through Outreach working arrangements are given due consideration. This policy emphasises the importance of staff understanding the Trust's current ICT and Acceptable Use policies and procedures and each individual's responsibilities in relation to these which must be adhered to at all times.

Information that is related to and can identify an individual is called personal data and is protected by the principles of the Data Protection Act 2018.

Staff that are working in other locations are reminded of the importance of complying with GDPR procedures and should extend on-site working practices to their Outreach locations.

This policy and procedure do not form part of any employee's contract of employment. It may be amended from time to time with appropriate consultation.

3. Eligibility and Process

In principle, members of staff delivering Outreach services on behalf of the Trust will be covered by this Policy.

4. Security

4.1 Personal Security

For the employee's own security, it is recommended that employees who are working in other locations should always ensure that colleagues are aware of their whereabouts and that they are able to be contacted within their contractual working hours.

4.2 Security of Equipment and Data

RCT-provided IT equipment has a range of security measures enabled to make Outreach working safer. Do not use personal devices for storing, accessing or transmitting personal or commercially sensitive information. Further information around the rules and guidance can be found in the RCT ICT Bring Your Own Device (BYOD) and ICT Acceptable Use (Staff) policies.

The RCT Acceptable Use Policy should be adhered to when Outreach working; this includes

locking a device when not in use and ensuring that passwords are not disclosed. It is the responsibility of the Outreach worker to safeguard and protect any RCT information that they hold. Outreach workers must have an understanding of digital risks, use secure working practices and apply back-up procedures as appropriate. If the Outreach worker is not confident in this area, they should seek assistance from ICT prior to working in other locations.

Digital information must only be downloaded or uploaded over a secure connection. WiFi networks offered to travellers at airports, hotels, coffee shops and on public transport are generally insecure and extra measures must be taken to safeguard against information loss. The use of Foldr (via the school website), Microsoft 365 applications or Remote Desktop, provides a secure channel for data transfer over insecure networks and should be used by Outreach workers when interacting with RCT resources. This includes, but is not limited to, use with desktops, laptops, tablets and smartphones.

5. Health and Safety

The underlying principle of this section is that the standards of care towards Outreach working should be equivalent to that of employees working on the Trust's premises. Therefore, it is essential that the conduct of Trust business in a partner school or elsewhere does not adversely affect the health and safety of the individual or others.

It is the duty of the Trust and the employee's line manager to ensure the equipment and working practices meet the standards as defined in the Work with display screen equipment: Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

While the Trust has a reasonable duty of care towards an employee's health and safety, the employee undertaking Outreach working is expected to take primary responsibility for ensuring safe and healthy working conditions whilst working offsite.

The Trust has the right to refuse to allow Outreach working on grounds of Health and Safety.

6. Equipment (ICT, Sports, etc)

The line manager will discuss and agree with the employee prior to commencing Outreach working, what equipment and IT requirements will be needed to enable the individual to work effectively off-site. Any equipment necessary will be provided by the Trust who will bear the full cost of delivery and installation. The equipment will remain the property of the Trust at all times.

In the event of Trust equipment malfunctioning or inoperability, the Outreach worker should cease use of it and report it to the relevant department.

With regard to the equipment, Outreach workers will be expected to:

- Take reasonable care of the equipment;
- Take all reasonable steps to minimize the risk of theft or damage to Trust property and paperwork whilst these items are away from Trust premises;
- Use it only for work purposes and in accordance with any operating instructions;
- Comply with software licensing Terms and Conditions;
- Return to the Trust, the equipment at the end of the working arrangement.

7. Financial Matters and Insurance

Employees working in other locations are responsible for the safekeeping and protection of Trust-owned equipment that has been issued or loaned to them and reasonable care and due diligence must be taken to prevent or reduce the possibility of loss or theft of Trust-owned equipment.

Outreach employees are required to be aware of the environment in which they are working and apply appropriate common-sense measures to protect Trust owned equipment and Trust data on both Trust-owned and privately-owned devices in accordance with the Trust policy.

Equipment in transit left in a stationary vehicle must be locked securely and anything of value must be out of sight. Outreach employees will be responsible for the cost of equipment which is damaged or lost due to their own negligence. It is advisable, for this reason, that Outreach employees clarify whether their personal insurance will cover them for damage or loss due to negligence.

Losses of, or damage to, Trust-owned equipment may be investigated in accordance with the RCT Disciplinary Policy.

Employees will be reimbursed in full for travel expenses wholly, necessarily and exclusively incurred in the course of the Trust's business, through the expenses system.

For further clarification on the reimbursement of expenses, please refer to the RCT Financial Regulations Policy and Manual and the RCT Members, Trustees, Governors and Staff Allowances Policy

8. Terms and conditions

The underpinning principle is that Outreach employees will be no worse off than office-based employees when conducting their work.

Outreach employees maintain their existing terms and conditions of employment.

Prior to commencing Outreach working the employee and line manager should agree on the working pattern of the employee and the times they will be available for contact.

To ensure the Outreach working arrangement is effective, an annual review will be conducted by the line manager to ensure the business needs are met and the arrangement is still efficient.

Associated Policies:

Family Leave Policy

Working from Home Policy

Agreed by SLT and ratified by Trustees on 29 March 2023

Next Review Date: March 2025 (2 years)