Agile working – information for managers

How to support your employees when they are working from home

When your employees are working from home, please make sure that you:

- Agree what work will done at home for each employee and team
- Ensure staff have access to and understand rotas that have been put in place

Communication

- Ensure you agree with all groups of staff how and when you will communicate – you should continue with your catch ups and team meetings during this time, where appropriate
- Use technology to carry out meetings where possible and encourage your employees to do the same (for example conference calls and video conferencing)
- Ensure employees can access guidance and information on how to use the technology, if required
- Ensure employees are contactable by phone for work business
- Agree any changes to working patterns, ensuring critical services are delivered
- Ensure that you and your employees consider their health and wellbeing, making sure they take breaks and follow health and safety advice. We have guidance you can share with employees about looking after their wellbeing when working from home available on schoolsnet
- If you purchase an Employee Assistance Programme, remind your employees of the support which they can access

Remote Working

Employees must:

- Manage their use of laptops and other technology appropriately
- Consider work station set up and Digital Screen Equipment (DSE) use, in line with advice provided by the Council's [Safety Health and Environment (SHE)](#) department.