**Remote Working Policy**

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| **Version:** | **Review date:** | **Edited by:** | **Approved by:** | **Comments:** |
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**Remote Working Policy**   
  
**Purpose**This policy outlines the framework for remote working arrangements at Sheerwater Health Centre to ensure effective service delivery while maintaining staff well-being and work-life balance.  
  
**Scope**This policy applies to all employees of Sheerwater Health Centre who are eligible for remote working arrangements.  
  
**Eligibility**Remote working is available to staff members whose roles can be performed effectively from a remote location. Eligibility will be determined based on:  
- Nature of the job  
- Performance history  
- Infrastructure and technology support  
  
**Types of Remote Work**- Full-time Remote Work: Staff may work fully from home if their roles are compatible.  
- Hybrid Model: Employees can combine in-office and remote work as per departmental guidelines.  
  
**Communication and Availability**- Staff must remain responsive during working hours through designated communication channels (e.g., email, messaging apps).  
- Regular check-ins with supervisors are encouraged, either through video calls or team meetings.  
  
**Equipment and Technology**- The practice will provide necessary equipment (e.g., laptops, software) to facilitate remote work.  
- Employees must ensure a secure and reliable internet connection suitable for work purposes.  
  
 **Data Security**- Staff must adhere to confidentiality and data protection policies when working remotely.  
- Use of secure networks and VPNs is mandatory to access practice systems.

**Work Hours and Accountability**- Employees are expected to maintain regular work hours as per their contracts.  
- Performance will be monitored through regular updates, project status reports, and adherence to deadlines.  
  
**Professional Development**- Training and professional development opportunities will remain available remotely.  
- Staff are encouraged to utilise online resources and participate in virtual workshops.  
  
**Review and Feedback**- This remote working policy will be reviewed annually or as needed to ensure it meets the needs of the practice and its employees.  
- Feedback from staff is encouraged to improve the policy and remote working experiences.

**Conclusion**This policy aims to promote a flexible working environment while ensuring that patient care and practice efficiency are upheld.