



REMOTE WORK AND WORKING FROM HOME POLICY

Our Service supports flexible work practices that assist staff to balance their work and personal lives.

Remote working / working from home is an initiative that allows greater flexibility and balance between work and personal needs (such as family or caring responsibilities).

In certain circumstances it may also be necessary for our Service to request or require you to work remotely or from home.

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 4: STAFFING ARRANGEMENTS		
4.1	Staffing arrangements	Staffing arrangements enhance children's learning and development
4.1.1	Organisation of Educators	The organisation of Educators across the Service supports children's learning and development
4.1.2	Continuity of staff	Every effort is made for children to experience continuity of Educators at the Service
4.2	Professionalism	Management, Educators, and staff are collaborative, respectful and ethical
4.2.1	Professional collaboration	Management, Educators, and staff work with mutual respect and collaboratively, and challenge and learn from each other, recognising each other's strengths and skills
4.2.2	Professional Standards	Professional standards guide practice, interactions and relationships

RELATED POLICIES

Code of Conduct Policy Flexible Working Policy Staff Leave Entitlement Policy Safe Use of Digital Technologies and Online Environments Policy	Staffing Arrangements Policy Supervision Policy Cyber Safety Agreement
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PURPOSE

The purpose of this policy is to identify the conditions employees must abide by when performing work remotely or from home, and how employees may apply for permission to work in this way. Any such arrangements must be approved in writing by management and in most circumstances our Service's premises will remain your primary place of work.

Employers and employees have responsibilities under work health and safety laws to ensure that work is carried out safely. These rules also apply to remote working / working from home. Employees must act in accordance with our Service's requirements and directions in respect of health and safety when working remotely or from home.

In so far as this policy imposes any obligations on Alphabet Preschool (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. To the extent that this policy describes benefits and entitlements for employees (i.e., those additional to those set out under legislation), they are discretionary in nature and are also not intended to be contractual. The terms and conditions of employment that are intended to be contractual are set out in an employee's written employment contract.

Alphabet Preschool may unilaterally introduce, vary, remove or replace this policy at any time.

REQUESTS TO WORK REMOTELY OR WORK FROM HOME FROM EMPLOYEES

All requests to work remotely or from home must be made in writing by the employee. Where the employee makes the request pursuant to a right to request flexible working in accordance with the Fair Work Act 2009 (Cth) ("the FW Act") any request must be made in accordance with the relevant provisions of the FW Act, and management will consider the request and respond in accordance with the relevant provisions of the FW Act (see *Flexible Working Policy*).

Nothing in this policy affects employees' or Alphabet Preschool's rights and obligations under the FW Act and in the event of an inconsistency with the FW Act and this policy, the FW Act will prevail.

Factors that our Service will consider when considering a request to work remotely or from home include:

- The needs of the employee
- The operational needs of Alphabet Preschool
- The nature of the work and its suitability to a remote working or working at home arrangement
- Potential positive or negative effects on the quality of work processes, practices and outcomes

and the impact on work colleagues

- Availability of equipment for use to facilitate working from home
- Any additional costs our Service will incur (e.g. equipment or insurance costs, etc.).

WHEN AN EMPLOYEE'S REQUEST IS APPROVED

When a request to work remotely or from home is approved, an employee may be required to enter into a written *Remote Working / Working from Home Agreement*, this will generally specify:

- Whether the arrangements are on a temporary or ongoing basis, and if on a temporary basis how long the arrangement will continue for
- Where work must be performed from (e.g. from the employee's home)
- The days / hours / occasions that the employee can perform work remotely or from home
- Arrangements for how and when the employee will be contactable (e.g. they must be available to respond to mobile telephone calls and work emails within their normal work hours)
- All relevant workplace health and safety requirements relevant to the arrangement
- What equipment our Service will provide for the arrangement (if any)
- Any expenses our Service will reimburse the employee for in respect of the arrangement (e.g. equipment)
- Any other relevant terms.

Alphabet Preschool reserves the right to suspend or terminate a Remote Working / Working from Home Agreement at any point for operational or any other reasons.

EXPECTATIONS WHEN EMPLOYEES ARE WORKING REMOTELY OR WORKING FROM HOME

Employees working remotely or from home remain subject to relevant Service policies and procedures.

Employees working remotely or from home are responsible for maintaining a safe work environment.

Employees should ensure that when they work from home or remotely that they are available to be contacted throughout the workday, except for authorised breaks. If an employee will be for some reason uncontactable, they should inform the Nominated Supervisor in advance.

Employees are required to work their usual work pattern when working remotely or from home. Such a working arrangement does not permit the employee to have any greater flexibility regarding their hours of work (unless such an arrangement has been approved by Alphabet Preschool).

Management may require the employee to attend the service premises (or any other location) at its discretion during the period of a Remote Working / Working from Home Agreement – for example, for meetings, training, etc.

INSURANCE

Employees should be aware that our Service does not insure any employee-owned equipment, furniture or other property used when an employee works remotely or from home.

INJURY, ILLNESS & OTHER INCIDENTS

Where an employee has been approved to work remotely or from home and the employee becomes ill, the employee must comply with the usual reporting of absence due to illness. Where an employee is injured while working remotely or from home, they must report the injury to management immediately. The employee should also report any other relevant incidents to management immediately (security issues, theft of service property, etc.).

INTERACTION WITH OTHER ENTITLEMENTS

Should an employee request in advance to work from home in accordance with this policy, and subsequently provide a representation that they require absence due to illness or injury, appropriate notice is required in accordance with the *Staff Leave Entitlement Policy*.

BREACHES OF THIS POLICY

A breach of this policy may result in disciplinary action up to and including termination of employment.

REVIEW

POLICY REVIEWED	AUGUST 2025	NEXT REVIEW DATE	AUGUST 2026
MODIFICATIONS	<ul style="list-style-type: none">• National Quality Standard included• related policies added• edited content to remove 'the company' reference to 'our Service'• highlighted areas for management to enter Service Name throughout policy• font size changed		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		NEXT REVIEW DATE
APRIL 2020	New policy draft provided by iHR Australia		TBA