

DanceSyndrome Home-working Policy

Home-working is about using the staff member's, freelancer's or volunteer's home as a base for undertaking DanceSyndrome activities instead of the volunteer or freelancer attending a dedicated workspace.

1. Appropriateness of home-working

Home-working is appropriate under the following conditions:

- Where the organisation does not have an established office base;
- Where a specific task could be dealt with more efficiently at home e.g. saved travelling time and lack of interruptions;
- Where conditions make it difficult to travel e.g. adverse weather.

2. Suitability of jobs

Any role that does not require time to be spent in one specific location can be adapted for home-working, it is usually administrative tasks that are carried out at home. In particular the following are predominantly suitable for home-working:

- Research tasks
- Project activities
- Tasks requiring high concentration and limited distractions
- Autonomous tasks

3. Personal Qualities

Home-working does not suit everyone. Staff, freelancers and volunteers should discuss with their supervisor the following qualities, to help identify their areas of strength and weakness within them and maintain they feel fully supported to undertake activities from home:

- Self-motivated
- Self-disciplined
- Enjoy the challenge of carrying out tasks on their own
- Able to carry out activities without the daily social interaction with colleagues
- Able to organise time effectively
- Able to carry out activities without direct supervision
- Confident to carry out activities away from the office environment
- Good time management to maintain the work-life balance between working and non-working hours.

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Registered Charity No: 1152664
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Social Enterprise
and company limited by guarantee
Company No: 8402154

4. Home Environment

When undertaking work related activities from home, the suitability of the environment is vital and this will be discussed with a supervisor. However, the individual ultimately needs to take personal responsibility for the health and safety of home-working, and must ensure the following are available:

- A designated space which can be deemed equivalent to an office space, with access to power points;
- A suitable desk with plenty of room to support a laptop/desk-top computer and any paperwork;
- A suitable desk-top computer or laptop, with secure access to the internet;
- A chair with full back support which offers comfort for long periods of seating;
- Adequate lighting;
- Freedom from interruptions and distractions;
- Security and confidentiality

5. Managing Home-working

The supervisor and staff member/freelancer/volunteer will discuss the following aspects of the role:


- Tasks and activities to be undertaken
- Objectives
- Expected outcomes
- Communication processes/systems

Throughout all of the home-working period the supervisor will maintain that the freelancer/volunteer/staff member is consistently supported and provided with the appropriate training. Supervisors will also ensure freelancers/ volunteers/staff are made aware of all channels of communication and keep them up-to-date with what is happening elsewhere in the organisation, to prevent home-workers from feeling cut-off from the rest of the team.

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Date of implementation: February 2013

Date of next review: November 2020

Signed: 

Sue Blackwell, Acting Chair – DanceSyndrome – 01.11.2019

An easy read version of this policy is available at <http://www.dancesyndrome.co.uk/policies>

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