

WORKING OFF CAMPUS POLICY

Introduction

Newbattle Abbey College (the college) aims to support working practices that enable staff to achieve an appropriate work/life balance while contributing effectively to the operational needs of the college.

Scope

This policy applies to all staff employed by Newbattle Abbey College.

Key Principles

All college operations should be carried out at a time and place that ensures that the needs of the college are best met. Unless contractually classified as homeworkers, the normal place of work for all staff will be Newbattle Abbey College, Newbattle Road, Midlothian EH22 3LL.

Many activities that take place at the college require staff to be on campus during their contracted hours. The key factor in these activities is the need to be present and available to provide a high quality, effective, and efficient service to staff, students, and visitors (see appendix 1 for examples).

It is recognised that being able to work off-campus allows for a flexible approach to working. It may also improve work/life balance, which can be beneficial to both staff and the college.

When authorised to work off-campus staff should choose a location appropriate to the nature of that work in agreement with their line manager and in line with college requirements. All college policies, procedures and guidelines apply irrespective of location. Working off-campus by choice should not incur additional expense to the college; no reimbursement for costs will be available.

In exceptional circumstances you may be required to work off-campus for the effective and efficient operation of the college.

Contact and Cover

Line Managers must ensure that appropriate cover is available on-campus and take into account the Duty Manager rota. Staff who request to work off-campus must obtain agreement in advance from their line manager.

Where cover issues occur, the college reserves the right to require staff to work on campus regardless of what has been agreed. Staff working off-campus must be contactable at all times during their working hours.

While off-campus working supports work-life balance, it must not be used to routinely replace childcare or to meet other personal commitments. Staff are trusted and expected to focus on their role and responsibilities during working hours, regardless of work location.

Health and Safety

The college continues to have a duty of care under Health and Safety legislation when a member of staff works off-campus. Staff who are working off-campus should take reasonable care of their own health and safety and co-operate with the college to comply with statutory obligations.

If an accident or injury takes place whilst working off-campus, this must be reported to the Line Manager.

Confidentiality and Security

When working off-campus staff are expected to ensure that they comply with the college requirements on confidential information as detailed in the Information Security Policy.

Staff should ensure when working off campus that they have a suitably private working space.

Responsibilities

The Director of Operations is responsible for the implementation of and monitoring compliance with this policy.

All staff are responsible for complying with this policy.

Review

This policy will be reviewed every three years.

Relevant Policies and Procedures

Absence from Work

Data Protection Policy

Data Breach Policy

Email Policy

Computer Users Agreement

Information Security Policy

Other Relevant Documents

National Joint Negotiating Committee (NJNC) – Circular 03/19

Guidelines for work to be carried out at Newbattle Abbey College campus

The following is a list of activities, although not exhaustive, that are normally required to be carried out on the college campus:

- Teaching
- Student well-being support
- Estates and facilities operations
- Catering
- Housekeeping
- Reception
- Events
- Duty Manager

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Working Off Campus Policy
Lead Officer:	Director of Operations
Date last reviewed	May 2025
Next Review date:	May 2028
Approved By:	Finance & Resources
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