



EdStart- Specialist Education Ltd.

WORKING FROM HOME POLICY

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1. INTRODUCTION

Due to unforeseen circumstances or occasionally you may be required to work from home. Whilst working from home it is essential that you continue to behave in the manner expected by EdStart at all times. This includes ensuring existing policies and processes are followed.

2. USE OF COMPANY EQUIPMENT

Company computers, laptops and phones should be used for business purposes only. You are responsible for looking after the equipment provided to you.

3. DATA SECURITY & MAINTAINING CONFIDENTIALITY

The principles of the Data Protection Act apply wherever you work.

- Be sure to use digital copies of sensitive or student information.
- Make sure you still lock your screen when you are not working at your computer.
- Report any breaches to your line manager immediately.

If your partner, housemates, or children are at home with you try to set up a workspace in a separate room. If that's not possible;

- Don't repeat any confidential information out loud.
- Face your screen away from others so you can't be overlooked.
- Don't talk to non-EdStart employees about EdStart student's or sensitive information.

4. THE CORRECT SET UP

The correct set up is not only important for productivity but more importantly to benefit your wellbeing. It may be tempting to work from the sofa, but this isn't a good idea. For optimizing remote work, find a good chair and work surface and lifting your screen to eye level. Not only will the right setup be easier on your body - it will also help you get things done more efficiently. The state of the mind is quickly influenced by the posture of the body. Alert body = alert brain.

5. ACTING PROFESSIONALLY

Each time you start to work in a new place, your brain will need to create a set of triggers and sequences to become productive. At home, you'll have to handle new types of distractions. When working from home EdStart is putting its trust in you, that you will behave professionally and complete your work to the same standard and quality as you would in the office. The same dress code still applies. Your manager will continue to monitor your performance and productivity.

