



Title	Lone / Home Worker Policy
Cross References	Internal: <ul style="list-style-type: none">  Teacher Contract  Apricot Online Ltd Statement of Main Terms
Date	October 2025

Introduction

Apricot Online is committed to providing the highest standards of service through a well-motivated, skilled and flexible workforce. The provision of home working can help provide a better work life balance for individuals and enable Apricot Online to recruit and retain the best possible staff.

Health and safety

The duties of Apricot Online and the home worker in respect of the Health and Safety at Work Act will continue as normal.

Apricot Online will make arrangements for a health and safety risk assessment to be made of the home worker's office via Check List and yearly visit.

Finance

Apricot Online will cover travel Expenses for external training and meetings to a either the office or external premises

Insurance and related matters

Employees must ensure they have employer and public liability insurance to cover the home worker's office. The home worker will contact their own insurers and mortgage lender or landlord to inform them of his/her intention to work at home in case of any additional costs and restrictions.

Confidentiality, security and data protection

The home worker will ensure the confidentiality and security of any information they are required to work with in the home, in accordance with their existing contract of employment. Such information will not be accessible to family or visitors of the home worker.

Data stored on computer will be backed up according to the regime agreed with the home worker's line manager. Anti-virus software must be installed and regularly updated on all home office computers including laptops.

Amount of Home Working

The number of days per week allowed for home working is agreed as part of your contract. Any change to the amount of home working must be agreed in advance between the home worker and HQ

Management and Reporting Arrangements

The home workers will agree with his/her HOD procedures and arrangements for operational matters such as updating relate course material, telephone and e-mail contact, attendance at training or related events, reporting and supervision.

Authorised by: Jodie Phillips, Operations Director

Date: October 2025

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