

Get started checklists

☐ Plan ahead and ensure you fully understand the implications and process

☐ Once flexible working has been offered to staff, ensure they are aware of the changes and how this affects their role

☐ Ensure managers or team leaders are supportive of flexible working and trained in order to manage this

☐ Inform all staff about flexible working arrangements - even if it is not applicable to them

☐ Ensure contracts are adjusted and signed by the employee

☐ Complete a home working health and safety assessment (if applicable)

☐ Ensure you have the correct insurance cover (i.e. employee public liability, equipment in the home and equipment in transit)

☐ Understand any technical requirements or limitations such as ICT, internet, technical security and backup issues, etc.

☐ Agree contact hours with your flexible working staff and ensure a clear process is outlined so that they are clear what is expected of them