

# 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