**Working from home – checklist**

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| topic | questions | resources |
| Hardware | Do staff have laptops to bring home?  Do they have good internet connection and a secure password protected Wi-Fi network?  Make sure you enable two factor authentications.  Consider security and data protection issues. | GPDR toolkit  <https://www.nicva.org/data-protection-toolkit>  Cyber security centre  <https://www.ncsc.gov.uk/collection/charity> |
| Software | Do you have a shared messaging system or video conferencing?  Do you have system for sharing documents?  Do you have shared calendars?  Are your files in the cloud? | [www.slack.com](http://www.slack.com)  [www.zoom.us](http://www.zoom.us)  [www.gotomeeting.com](http://www.gotomeeting.com)  [www.teams.mircosoft.com](http://www.teams.mircosoft.com)  [www.skype.com](http://www.skype.com)  SharePoint  Google drive  [www.trello.com](http://www.trello.com) |
| Meetings | Do you have video conferencing?  Appoint a chair and have way to indicate when to speak so people are not talking over each other | Video conferencing software (see above)  Online resource on holding effective online meetings |
| Processes | How will the way you process things be different – tasks, feedback, information?  What must be protected?  Can you mimic interactions virtually?  Be prepared to adapt and change – trial and error | Communication plan  Set meeting times  Goals and targets |
| Culture | Do you have a culture of trust?  How does management communicate and support?  Are staff given the space to solve their own problems?  Consider right level of support and supervision | Set expectations and clear goals  Keep communication open  Review what has been achieved  Support and supervision online resource  Value of trust |
| Care to staff | How do you care for and support your staff?  Be flexible  Remember its more difficult to identify when staff is struggling at home  Consider people’s home environments may not be set up for homeworking | Build in conscious support systems  Resource on managing staff remotely |
| Self-care | Make space between work time and space and personal time – have a ritual divide. Learn to switch off  Take proper breaks  Get fresh air  Recognise when you are distracted and take a break | Signposting to support orgs and tips for individuals |