

**WHITESTONE**

**Barristers**



Chambers of Mr Lawrence Power

1 Middle Temple Lane

London

EC4Y 9AA

**REMOTE WORKING POLICY**

(May 2026)

- (1) This Policy has been produced in accordance with the Bar Standards Board Handbook rC.110.3(1), which requires that – *“Chambers has a flexible working policy which covers the right of a member of Whitestone , manager or employee (as the case may be) to take a career break, to work part-time, to work flexible hours, or to work from home, so as to enable them to manage their family responsibilities or disability without giving up work”* It is in addition to the Whitestone flexible working policy.
- (2) Whitestone values hard work, teamwork and collaboration so we appreciate it if staff are in the office each day. However, we understand that life events may prevent this. Therefore, we allow employees and members to work from home from time to time. This policy will come into effect in the following circumstances: the event of a national lockdown, pandemic style event, other personal circumstances (such as personal health reasons, childcare issues or as a reasonable adjustment) or to facilitate an opportunity best suited to e-learning.
- (3) In the event of a life event or other personal circumstances intervening in training, Trainees will be encouraged to continue to work, if they wish to do so, and we will be as accommodating as possible to enable them to manage their responsibilities, circumstances or disability without giving up work or training. Furthermore, we will endeavour to appropriately balance the principles of flexibility and accessibility while maintaining high standards. Whitestone recognises that there may be instances where remote work plays a significant role in facilitating equality and accessibility to bar and in some circumstances enable Trainees to achieve “the best outcome they are capable of”.
- (4) Furthermore, in alliance with the principle of Flexibility as laid out in the Authorisation handbook that states ‘Flexibility for students and trainees means flexible education and training’, we may provide e-learning opportunities. While this will not be suited to all tasks the Professional Statement notes that some skills must be exercised appropriately “whether conducted face-to-face or remotely”, therefore Whitestone may facilitate independent work at home in order to evaluate such skills. Thus, all remote education and training will take place in a manner aligned with 33.2 of the Authorisation Handbook: “Learning, teaching and training methods, practices and approaches that are appropriate for the mode and pace of delivery, support the student to develop and demonstrate the Professional Statement Competences and allow for varied learning styles, and that support equality and diversity”
- (5) If Trainees are not allowed to come to the office, or are unable to or uncomfortable doing so, the following procedure will apply.
- (6) All Trainees will be given access to a computer or laptop to use from home. All Whitestone documents will be accessible via our business One Drive. Trainees will be provided with a webcam if they do not have access to one.
- (7) If phone calls are needed, Trainee Supervisors, or administrative staff, will call Trainees so that Trainees do not incur additional mobile phone expenses.

- (8) Trainees will be expected to continue their usual working hours, those being 9:00AM-6:30pm Monday to Friday with a one-hour break for lunch unless alternative flexible working or reasonable adjustment procedures are in place.
- (9) Whitestone will attempt to set out, as in as far as possible it will be able to predict, how a Trainee's training will be affected or differ during any period of remote working.
- (10) Whilst a degree of flexibility will be needed, Trainees will have one video feedback session per week specifically addressing any problems that Trainees may have or performance issues that are of concern. Of course, regular communication and feedback will be provided throughout any given week, but one session a week will be set aside to discuss feedback and concerns or problems. These Feedback sessions are designed to ensure high standards of "performance and professionalism" and comprehensively support our trainees.
- (11) Whitestone subscribes to a mental wellbeing service. Trainees are encouraged to make use of this service as it will be of benefit to them. The service is available throughout the year but may be more of an asset to a Trainee working remotely. Trainees can also raise any mental health issues with their Trainee Supervisor, The Wellbeing Officer, The Head of Whitestone, The Head of Legal Operations or any other full-time tenant. Whilst we would encourage Trainees to consider their Trainee Supervisor as first point of contact, we are conscious that there are practical reasons why a Trainee is more comfortable raising an issue with another member of Whitestone.
- (12) Remote advocacy training will be provided where face to face training is not possible.
- (13) Elements of assessments or appraisals that are usually conducted face to face and which fall in a period of remote working will be undertaken by video software. All members and Trainees have Office 365 licenses so we have access to Microsoft Teams for the purposes of video conferencing.

**This policy will be reviewed by May 2028**