

Lawnswood Campus



Lone Working Policy

Review Date: Autumn 2019

Please read

Governors as Management Board

Schools as PRUs

Signed by the Chair of the Management Board: Date:

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1. Purpose

The Health and Safety at Work Act 1974 requires that employees are provided with a safe environment, safe equipment and safe systems of work. These requirements are applicable to all work situations and particular attention must be paid to situations where staff will be working alone.

This policy seeks to:

Lay out the principles of lone working within the context of Lawnswood Campus

Lay out the procedures to be used within the Centres at Lawnswood Campus

Promote a safe system of work

Ensure appropriate information is given to staff working alone

2. Definition - What is a lone worker?

For the purposes of this Policy, Lawnswood Campus views any individual who is without immediate access to another member of staff for assistance to be a "lone worker". These would include

Curriculum tutors, Teaching Assistants and Support Staff

Staff who transport pupils

Any other occasion that leaves staff in a 1:1 situation – this can be on or off site

3. Policy Statement

Lawnswood Campus acknowledge that there may be an increased risk to the health and safety of its employees when working alone. Suitable risk assessments shall be undertaken to identify risks to the lone worker and measures shall be introduced to minimise those risks wherever reasonably practicable.

Staff shall be provided with information, instruction and training as appropriate in order to minimise risk when working remote from colleagues or other persons.

Lawnswood Campus shall ensure lone working situations are identified, appropriate risk assessments undertaken, any additional control measures needed are introduced and staff are provided with the necessary information, instruction and training.

4. Risk Assessment

With each new individual situation where staff will be lone working a risk assessment needs to be completed. If work is to be undertaken in the home e.g. medical referrals, these assessments shall be carried out by two staff.

A risk assessment should be carried out assessing

The risk of the home environment

The risk of the individual pupil

The purpose of this procedure is to ensure that lone working can be carried out safely and in a controlled and co-ordinated manner, with appropriate contingency made for emergencies. It is intended to check the suitability of the home environment and ensure that an adult will always be present whilst the tuition is taking place. The risk assessment on the pupil will identify their SEN and any potential dangers both to themselves and others.

This procedure is also intended to ensure that, where lone working cannot be performed without increased risks to health and safety, such lone working is considered to be too high a risk and therefore cannot be carried out. If this were the situation alternative strategies would need to be put in place to ensure that lone working does not take place.

5. Emergencies

If staff identify an emergency situation then contact the appropriate emergency service as soon as possible and let the experts deal with it. This should be supported by appropriate contact with Senior Management to alert them to the situation.

6. Procedures

6.1 Before Leaving

Check you have:

Copy of Emergency phone numbers

Route and location, be sure how and where to go.

Vehicle is road worthy and has sufficient fuel.

Mobile phone and that the battery is fully charged.

Let others know

Where you are going and how long you will be, ring in at regular intervals

Any changes (even small ones) to your timetable

Your home/mobile telephone number and vehicle details

Make sure the pupil and parents/carers know you will be visiting, unless there are particular reasons for an unannounced visit.

6.2 On Route

Consider

The time

The location

The route

Procedures:

Lock car whilst driving

If you feel you are being followed or are in any way uneasy, uncomfortable or uncertain remain with or return to your vehicle, drive away for a short while or drive to a place of safety

If you are in any way concerned leave your location and return to the Campus. Ring in your concerns immediately and if necessary contact the police.

6.3 On Arrival

Arrival

Be alert, Be aware, Be safe

Park with care. Ensure car is turned and not blocked in for a quick exit should this be required.

Keep clear of the doorway after ringing and stand sideways on so you present a narrow, protected target

Always show your Lawnswood Campus ID card

Do not enter if the person you are calling to visit is not available

Do not enter if met with aggression at the front door or the person appears to be under the influence of alcohol or drugs

Only enter when you are invited and you feel safe to do so

Follow the occupants in when entering

Ask for dogs to be put in another room before you go in

Be aware of your surroundings and remember where the door is

Remain aware of the behaviour of all persons in the house, watching for changes in mood, movements or expressions that may indicate a problem

Never give your home telephone number or address

If in doubt

Do not enter premises

Seek advice

Seek assistance

Plan your action

If another person enters the room, re-assess, if uncomfortable terminate the visit and leave.

6.4 Personal Safety

If violence is threatened, leave immediately and seek help.

Park in a well-lit area

Ensure mobile phone is readily available

6.5 Return to Car

Have the keys ready

Check the interior before getting in

Lock the door immediately you get in, especially in town

Minimise the risk, think ahead

6.6 Causes for Concern

Inform a member of SMT and discuss further action.

Review and if necessary update and amend risk assessment/action plan

Complete an Update or Cause for Concern Form

Make a note on pupil records so that other staff who may need to know can be informed.

6.7 Transporting Pupils

Ensure a seat belt is always worn by all occupants of the vehicle

Ensure that if the pupil is under 12 years old and less than 135 cms a booster seat is used. These are provided by the Centre

That for pupils with special medical needs advice has been sought from the School Health Nurse and the medical plan is adhere to.

Unless an individual risk assessment states otherwise the first pupil should sit in the rear seat behind the passenger seat and child locks should be switched on.

6.8 Final Procedures

At the end of the day if staff are not returning to Lawnswood Campus they must text a member of SMT to inform them that they have finished work safely.

7. Review

This policy will be reviewed every 3 years.



HOME & OFF SITE TUTORING AND LONE WORKER GUIDELINES

Principles

Any member of staff that works outside of centre with students must ensure that they are clear of the procedures in place to protect themselves and the students they are working with.

- All staff should be seen to be working in an open and transparent way
- Staff should always act, in the child's best interests.

Confidentiality

- Staff should be clear around what information about a student can be shared and in what circumstances it is appropriate to do so.
- Staff should always seek advice from Head of Centre if they are in doubt.
- There will be no email communication directly between staff and students. All email correspondence sent to the parent/responsible adult will include Head of Centre.

Respect and behaviour

Staff must follow The Lawnswood Campus code of conduct

- Staff should wear clothing that is appropriate to their role, which is not seen as offensive, revealing or sexually provocative.
- Staff should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in a vulnerable situation.
- Staff should not administer medication – the parent/carer should do this if necessary.
- Staff should only deliver tuition if another adult is also in the home.
- Personal mobile phones should not be used whilst teaching or in the presence of a student or their family members.

Communication

- Staff should not give out their personal phone number, home address or email address to students.
- Staff should not use the internet or web-based communications to send personal messages to a student.
- Staff should have no secret social contact with students or their parents. ☒ Staff should be aware of Health and Safety Regulations.

Home Tuition

- Staff should record times of all home visits with the Centre (see Home Visits Policy).
- Staff should ensure that any cause for concern is discussed with the head of centre and that safeguarding procedures are followed.
- Staff should never enter a house alone to tutor a child without the presence of parent/carer.
- Staff should ensure that when lone working they have their centre mobile switched on.
- Staff should work in open areas of the home where the doors are left open.
- Parents/carers must remain as a visible presence at home and be available for the duration of the tuition.
- Always keep discussions on a professional level.
- If at any point during tuition a staff member feels uncomfortable about any behaviour from the student or parent/carer they should end the session and leave the setting. The circumstances should be reported to a head of centre as soon as possible.

Staff should:

- Remain in the designated room of the home for the tuition session
- Ensure there is plenty of light
- Keep a clear focus on the work undertaken
- Staff should have clear planning for the work to be undertaken by the student.
- Always communicate any times where the student becomes upset or distressed including with their own parent/carer
- Always report any situation where a student becomes upset or distressed to head of centre.

Other venues

If it is thought necessary, tuition can take place in a nearby library or public building rather than the student's home. All of the above guidelines apply but in addition ensure the venue is suitable for tuition, there is a table and chairs available and the type of building does not in itself pose a risk to the child or the tutor.

Arrangements for meeting and dismissing the child should be agreed with parent/ carer before the tuition takes place. Transportation of an individual student should be avoided. However, the individual needs of the student should be taken into consideration. If deemed necessary it should take into account any relevant risk assessment and prevailing circumstances.

Health and Safety

The very nature of one to one tuition lends itself to potential risks. Staff should take every reasonable step to eliminate potential risks to increase safety and confidence. Make sure you are aware and have a copy of the individual students risk assessment. This is particularly important where there are known risk around Domestic Violence, Drug and Alcohol use and offending behaviour.

Lawnswood Campus Staff

Staff shall:

- Ensure that their environment does not display any inappropriate images or documentation capable of being viewed by the student or parent/responsible adult when conducting a session.
- Treat students fairly and without prejudice or discrimination; students who have a disability or come from a minority ethnic or cultural group can easily become victims of discrimination and prejudice which may be harmful to the student's wellbeing.
- Always ensure language is appropriate and not offensive or discriminatory.
- Ensure any contact with the student is appropriate to their role as a tutor and confined to the relevant tutorial session.
- Not make any improper suggestions to a student.
- Not send unsolicited communications to the student or parent/responsible adult.
- Value and take students' contributions seriously.
- Report any dispute with a student or parent/responsible adult to head of centre, in accordance with The Lawnswood Campus Safeguarding procedures document.
- Report any inappropriate behaviour or illegal activity identified within a tutorial session by the student or third party, in accordance with the procedures set out in The Lawnswood Campus Safeguarding procedures.
- If no parent/responsible adult can be present for the duration of a tutorial session then the session will terminate/be cancelled.

Personal Safety Guidelines for Lone Workers/Home & Off Site Tutors

- Always have a mobile phone charged and available
- Do not give your address or home phone numbers to students and/or parents and do not contact them on your home phone as they can then access your personal number.
- Do not give your mobile phone to the young person to use for any reason
- Keep your personal items, purse/wallet, car keys, etc safe and secure
- Ensure the venue is suitable for tuition and that there is table and chairs available
- Ensure an appropriate adult is always present if tuition is in the home, or use a public building, e.g. library
- Ensure regular contact with the head of centre.
- Keep a running record of each session – including brief notes of work covered, people present and any other appropriate information, e.g. issues with student and/or parent.
- Compile your own risk assessment of each venue you use.
- Report any concerns to the head of centre as soon as possible.
- The aim of these guidelines are to safeguard all students and all other persons involved in The Nightingale Home Tuition.
- This document contains the responsibilities of all persons using home tuition including all staff, students, parents (responsible adults).
- It is important that all persons using or working on behalf of The Lawnswood Campus are aware of these guidelines and have familiarised themselves with safeguarding procedures.

- These guidelines should be read and understood before engaging in any activity arranged through The Lawnswood Campus and the responsibilities and procedures therein adhered to.
- Contravention of these guidelines could lead to suspension and/or disciplinary procedures being put in place.

Please also refer to: Lone Worker Policy, Safeguarding Policy, SCR Policy, Recruitment Policy.

Date adopted November 2017, reviewed in line with Lone Worker policy