



Dated: October 2018

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### **Lone Working Policy**

Safeguarding is a priority for Manorway Academy. This policy embodies its keys principles. The priority of the Lone Working Policy is to ensure the safety of staff and pupils. It should be read in conjunction with the Safeguarding Policy. The purpose of this document is to ensure the safety of staff and pupils.

### **Principles**

Staff should not put themselves at personal or professional risk as a result of doing their job. However staff will, from time to time, need to make professional judgements about the wisdom of particular situations and it is important that they feel able to do this taking into account the health context in which they work. However, with that in mind, the guidelines below should be followed.

### **Potential Risks Contexts**

- Travelling and Individual Home and Outreach Work
- Identifying Unsafe Settings
- Working alone in bases
- External/Educational Visits with Pupils
- Incidents and Accidents

### **Travelling and Individual Home Teaching and Outreach Work**

All staff that transport pupils using their own vehicles should have the appropriate insurance cover on their motor vehicle insurance certificate. It is recommended that staff be covered by membership of an emergency breakdown and repair service.

- Heads of service will carry out a risk assessment before any outreach work takes place.
- Staff should ensure that an office-based colleague knows where they are at all times during the working week.
- If your travel plans change, pass on your new plans to an office based colleague. Staff should always carry a personal mobile phone and regularly check for messages.
- If you feel uncomfortable about making a home visit take a colleague with you. Do not make a visit unaccompanied if you feel uncertain about the situation.
- Establish as much background information as possible from colleagues before you visit.
- Make sure you have planned your route and the time needed.
- Try to park your car as close as possible to the venue. If you cannot park close by be aware of the risks involved in walking (handbag, phone etc.) and practise protective behaviours. Do not carry a lot of cash or valuable items
- Ensure you leave nothing visible in your car. Lock up all valuables in the boot, including pupil's notes.
- Do not take detailed personal information out of office or workplace

- Only take non-confidential work plans notes etc into outreach situations.
- If using a laptop, this should be encrypted and be locked away when not in use. Laptops should not be left in cars overnight.
- All removable memory devices should be encrypted.
- If an accident should occur when you are driving alone or carrying a passenger or pupil you are advised to complete an 'Incident Recording Sheet' at the time of the incident.

### **Identifying Unsafe Settings**

- If you feel the home is not appropriate for teaching, inform your line manager, as teaching should, in these instances, take place elsewhere.
- Only enter a house on invitation from a parent or legal guardian and show your identification. Do not go first into a house but always follow the person at the door into the house. Try to avoid situations in which they are between you and the door.
- Do not enter a house unless another known adult is present. This is preferably and usually the parent, but could sometimes be another member of the family, friend or neighbour who has been made known to you in advance of the visit. You should not teach in a pupil's home when there is no other adult present.
- Never enter a house where a parent or other adult is not fully dressed.
- Where possible, avoid working with pupils in bedrooms.
- Parents should be made aware that they have prime responsibility for the safety of their child.
- Respect the customs and values of the cultural diversity in which we work in all individual cases.

\*Teaching or outreach work should not be undertaken in the teacher's own home.

### **Working Alone in Bases**

- If you are working with a pupil at any site, ensure that a colleague is present in the building and outside doors securely closed.
- Read and review the Health and Safety Policy regularly.
- If it is dark when you leave, keep to well-lit routes to reach your car/bicycle.
- Report any Health and Safety hazards, aggressive behaviour or difficult to manage incidents immediately to your line manager and document in case you need evidence later.
- If you work late let a colleague know you are in the building and tell them when you leave.
- Consider visibility and leaving the blinds/door open
- Respect the customs and values of the cultural diversity in which we work in all individual cases

### **Incidents and Accidents**

Young people, particularly those who are distressed or emotionally disturbed, sometimes make false accusations against professional staff, usually abuse. It could also happen that parents, distressed, angry, frustrated or emotionally fragile could make an accusation or complaint. It is essential to minimise the chance of such accusations. The advice in the Suzy Lamplugh leaflet is helpful and all staff should be aware of how they communicate with pupils and adults and practise effective listening skills.

If there has been a difficult situation or uncomfortable incident or accident staff should contact their line manager and record this appropriately.

Staff should ensure that they always write notes after any incident. As well as being part of the required teaching and learning records these will serve as evidence if necessary and are helpful for good reflective practice.

All incidents, accidents or near misses should be reported by the line manager.

**Conclusion**

It is very important to be cautious, sensible, and professional. These guidelines should serve to minimise the risks inherent in our work