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LONE WORKING POLICY

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An academy within:



“Learning together; to be the best we can be”



We recognise that the children and young people within our school are some of the most vulnerable within the country. We have a duty of care for the wellbeing and welfare of our children and young people. Kelford School is committed to the safeguarding of all our staff and children and young people.

This policy aims to clarify the procedures for:

- Staff who are working on site alone.
- Staff who are working in a “one child with one adult” (1:1) situation with a child or young person on the schools premises.
- Staff who are working in a 1:1 situation with a child or young person off the school premises, including working in the homes of pupils.
- Students who are ‘off site’ independently.
- Students who are undertaking some of their learning independently within the schools premises.
- Staff who are transporting students on the minibus or in their own car.

Working alone will not be permitted in the following situations:

- In confined, locked or unfamiliar places
- In normally unoccupied or derelict premises
- In an unguarded area over deep or fast-flowing water
- Working at heights
- In unlit areas at night
- Using ladders which cannot be tied and require footing
- Meeting members of the public who have a record of violence or we may concerns about
- If a risk assessment has not been carried out (see Appendix)

Staff who are working on site alone:

- Staff should always endeavour to access the site when other staff members are in school. In order for the Business Manager to share this information then each member of staff is responsible for letting the Business Manager know when they are accessing the building in advance of their arrival on site.
- The Business Manager will liaise with the Site Manager to open the school if appropriate.
- If it is not possible to access the site when other staff are on site then another member of staff should be aware.
- Upon arrival on site staff should sign in and out.



- Staff should not work at height when they are in the building alone.
- In the event of a fire, lone working staff should not attempt to put out the fire and exit as quickly and safely as possible. Staff should then contact emergency services and either the Site Manager, Business Manager and, or Headteacher as quickly as possible. If they are not available contact one of the SLT.

Staff who are working in a 1:1 situation with a child or young person on the schools premises:

- The member of staff should inform their immediate line manager where they are working, who they are supporting (child or young person) and how long they expect to be.
- The member of staff should be familiar with the child's individual risk assessment and their Behaviour Support Plan.
- Any relevant child protection information will be shared on a 'need to know' basis. It is the member of staff's responsibility to ask 'is there anything I need to know?'.
- Students / volunteers / staff awaiting the return of cleared Enhanced DBS check / staff undertaking induction should not work in a 1:1 situation with a child or young person.
- The door to the room should not be obscured. Door to classrooms or 1:1 rooms should not be covered by paper or obscured. Solid doors should be left open or the use of CCTV should be in place.
- The school will approach members of staff to work in a 1:1 situation based on experience, knowledge and understanding, however, staff have the right to refuse if they feel vulnerable or unsafe and should record this on an issue / concern form.

Students who are 'off site' independently:

- Refer to the Work Experience / Off Site Policy; Independent Travel Training Policy

Staff who are working with a child or young person 'off site':

- Any child or young person undertaking any of their education off site that is accompanied by an adult must have an individual risk assessment. (See Appendix)

Children or young people who are undertaking some of their learning independently within the schools premises:

- Any independent learning activity for any child or young person should be risk assessed. The risk assessment should be written by a competent person, shared with all staff concerned and monitored by the Safeguarding Team.



Staff who are transporting children or young people in their own car:

- Any staff that is willing to transport children or young people in their own car should have Business Insurance. This needs to be checked along with current documentation for the car. A copy of this document should be shown to the Office Team. They should inform their line manager of the journey and an approximate return time.
- An escort should usually accompany the child or young person along with the driver. If you are considering travelling without an escort the Headteacher or member of the Senior Leadership Team must be made aware beforehand and a full risk assessment carried out. In all cases current guidance regarding car seats should be followed.

Procedures for people working alone:

- Hazards and risks associated with the intended tasks have been identified and minimised (see Appendix 1 for further risk assessment information).
- Adequate training and or instructions have been given
- The risk of violence has been minimised from families, pupil or public
- The competence, personal fitness and health of the person is suitable for the task
- Tasks requiring assistance (i.e. lifting heavy loads) must not be carried out alone
- A mobile phone or emergency alarm is available in the event of any incident
- The response time for assistance is acceptable with a clear protocol which includes 'safe' words agreed between school office, lone worker and Senior Leadership Team for emergency action
- A responsible person is aware of your working hours and location
- When meeting with a family/public off site there is an agreed start time with a phone in before and after meeting to conform safety
- A system is in place for reporting on and off duty and logging hours
- The number of hours working alone is kept to a minimum, or regular reporting procedures to confirm safety are in place.
- The responsible person will carry out the necessary checks if the reporting procedure has not been followed and take appropriate action.



Appendix 1 -Risk Assessment guidance:

Assessing the risks:

Kelford School has a duty to assess risks to lone workers and take steps to avoid or control risks where necessary. This must include:

- Involving workers when considering potential risks and measures to control them;
- Taking steps to ensure risks are removed where possible, or putting in place control measures, e.g. carefully selecting work equipment to ensure the worker is able to perform the required tasks in safety;
- Instruction, training and supervision;
- Reviewing risk assessments periodically or when there has been a significant change in working practice.

Personal Safety:

The first priority is to plan for a reduction of risk for staff working alone. Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

Before working alone, an assessment of the risks involved should be made in conjunction with the Line Manager.

- Staff should inform their Line Manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person and the Caretaker when leaving the building.
- Lone Working can only be undertaken following authorisation from an employee's Line Manager.
- It is the responsibility of the individual concerned to ensure all necessary precautions and methods are adhered to at all times.
- A robust system is in place for signing in and out within the main reception, and staff should follow these procedures.
- Where staff work alone for extended periods and/or on a regular basis, procedures should be in place for regular contact between staff, both to monitor the situation and to counter the effects of working in isolation.
- Where staff are issued with mobile phones; they are responsible for ensuring that the phone is charged, in working order, and with sufficient credit remaining.
- Any person who becomes aware of circumstances involving lone working, where the existing control measures may not be fully effective, must inform a member of the Senior Leadership Team (SLT) as soon as possible.



Access to sites:

Risk to be considered:	Control measure:
Is access to the building adequately controlled?	All staff should sign in and sign out and identify hazards specific to the workplace e.g. remote areas and confined spaces. All doors should be secure.
Who knows who is in the building?	Any staff or visitors should sign in and out at the designated entrance. Caretaking staff should be made aware of any visitors.
Is there any way of identifying legitimate visitors?	Ensure all visitors to the school are provided with a King's School visitor's badge.
Could people just wander in?	Ensure security doors throughout the building are locked preventing access from outside the building.
Is there a procedure for removing people from the building if necessary?	Do not endeavour to deal with a situation which will put anyone at risk. Liaise with your Line Manager prior to undertaking any lone working to agree a procedure setting out how to respond to any foreseeable emergencies that may arise during the course of your work.

Isolation:

Risk to be considered:	Control measure:
Are employees working alone in isolated classrooms, offices or parts of the building?	Advise staff within other areas you are in school.
Do employees meet with outside agencies or members of the public in isolated offices?	Ensure you inform staff of your whereabouts and who you are with.
Who knows where employees are and whom they are with?	Identify a designated member of staff to inform i.e. Line Manager.
Are there suitable lines of communication between the lone worker and a designated person?	Ensure regular contact/communication throughout the day.



Are there procedures in place if contact with the lone worker cannot be established, as required.	Regular communication network should ensure appropriate contact and wellbeing of lone worker.
Can employees in isolated areas summon help or raise an alarm?	Ensure employee has direct access to either a internal phone or mobile phone.
Have there previously been any problems arising from employees working in isolation?	Working staff should be aware of any fixed closure times.

Staff who are working in a 1:1 situation with a child or young person off the school premises, including working in the homes of pupils.

Risk to be considered:	Control measure:
Have you signed in/out from your location?	Sign out or in at the designated entrance to place of work.
Do other staff know where you are going? How long you will be and your estimated time of return?	Information should be indicated on the Out of School Form. A member of Business Administration staff should be informed of an expected time of return and know what to do in the event of overdue contact.
Can you make contact with staff or they with you?	Ensure a communication network is in place throughout the working day by the staff member having a mobile phone with them or a number at which they can be contacted.
What should you do if you are making a sensitive or high risk visit?	Ensure you inform a member of the Senior Leadership Team of your proposed visit, proposed time and return. If possible attend the meeting with a colleague. Ensure you are aware of the 'code' word to use in an emergency.



Responsibilities and Control Measures:

Having carried out a risk assessment affecting lone workers both in-house and away from school, it is important to ensure that suitable and sufficient control measures are identified and put in place. A summary of suitable controls would be as follows:

- Are effective lines of communication established, communicated, understood and monitored?
- Emergency procedures have been identified and staff are aware of these and are clear about the action to be taken if necessary.
- Staff have received the appropriate training to enable them to undertake lone working.
- Lone workers been given all the necessary information (copy of the Policy) to enable them to carry out their job safely.
- Consideration has been given to the procedures for fire evacuation and first aid procedures.
- Employees stop for regular breaks and, if possible, change activity after prolonged periods.
- Employees must inform their Line Manager of any relevant medical conditions.
- Clear procedures been established which the lone worker can follow, as identified in the Lone Worker Policy
- Staff are encouraged to seek advice/assistance from their Line Manager if they are unsure about a situation.

Reporting:

Should an incident occur the lone worker must report this to their Line Manager and a debriefing should follow any incident.