**The Sullivan Centre**

**Lone Working Policy**

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| 1 | Summary | Lone Working Policy | | | |
| 2 | Responsible person | Claire Goodaire | | | |
| 3 | Accountable SLT member | Katie Troake & Stephen Lowsley | | | |
| 4 | Applies to | All staff  Support staff  Teaching staff | | | |
| 5 | Who has overseen development of this policy | Claire Goodaire & Stephen Lowsley | | | |
| 6 | Who has been consulted and recommended policy for approval | Governors | | | |
| 7 | Approved by and date | 27.9.24 | | | |
| 8 | Version number | 1.2 | | | |
| 9 | Available on | Every | Y  N | Trust website  Academy website  SharePoint | Y N  Y N  Y N |
| 10 | Related documents (if applicable) |  | | | |
| 11 | Disseminated to | Trustees/governors  All staff  Support staff  Teaching staff | | | |
| 12 | Date of implementation (when shared) | 30.9.24 | | | |
| 13 | Consulted with recognised trade unions | Y N | | | |

**Introduction**

The Governing Body is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This, however, may introduce risks for a normally non‐hazardous work activity.

**Categories of lone workers**

* Those responsible for opening, closing and securing the site
* Cleaning Staff
* Those who work in an isolated part of a building/school grounds
* Those responding to an alarm call out of normal school hours
* Those carrying out security checks during week-ends and holidays
* Those working during holidays
* Contractors working on site during week-ends and holiday periods
* Those carrying out duties off-site – i.e. visits to students’ homes etc. Definition of Lone Working Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.
* 1-1 Tuition online or in the home
* Transporting students alone

**Risk Assessment**

It is the responsibility of the School Business Manager and the Executive Headteacher to ensure that all members of staff have read and understood the Lone Working Risk Assessment.

* Hazards identified will be evaluated by the School Business Manager for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the school.
* Contractors will be given a copy of the Lone Working Risk Assessment and will receive the appropriate Health and Safety information.
* Staff should seek the permission of a member of the Senior Leadership Team to work alone in the buildings outside normal school hours and check in with the site staff or most senior leader on entry and exit of the building.
* The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working.
* Lone workers must be considered capable, by the Executive Headteacher, of responding correctly in an emergency situation.
* Staff should not enter the premises if there are signs of intruders but are advised to immediately call the police, Delta Security Systems LTD and a representative of the Senior Leadership Team
* Staff should ensure gates and doors are shut and fobbed when lone working and ensure that areas of the school not in use are kept secure.
* Staff must not place themselves in danger by challenging intruders but should call the police for assistance.
* Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.
* All lone working staff should establish their own checking in and out system with family and/or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Executive Head, School Business Manager and the Site Manager) to call if the lone worker fails to return home at the expected time.
* Staff working alone have a responsibility for making themselves familiar with and following the school’s safety procedures and location of safety equipment.
* Staff and Contractors should have access to a first aid kit suitable for treating minor injuries and ensure they have their mobile phones. Emergency services will need to be called in incidents of major accidents.
* If staff rely on mobile phones, they must ensure that their network has good reception within school and are charged. Although phones can give extra reassurance, they do not provide complete protection and staff should still be alert for their own personal safety at all times.
* Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which is potentially hazardous given their own level of experience and the nature of the task.
* Staff should not be lone working with any young person who it is assessed poses a risk to the worker or themselves and should not be transported in a car by a single worker.

**Home Visiting and Home Education.**

Before conducting a home visit consider the following:

* Is a home visit the most appropriate way of dealing with the issue?
* Check the records to see if any previous violent incidents have been recorded. This is an aspect that should be recorded confidentially within the ARBOUR system and as part of the admissions process.
* Be aware of whom will be present on the visit including visitors and other family members.
* If you have concerns about a particular visit – visit the home with another member of staff.

***If you have any doubt – discuss this with your line manager as your personal safety is paramount.***

Control measures prior to the visit:

* When making the appointment to visit, log the time and date clearly and ensure it is recorded in the office so staff are aware of your whereabouts. This can also allow others to raise concerns if you do not return or contact the office at the expected time.
* Ensure appropriate clothing is worn. No long earrings, chains, long scarves or ties.
* Be aware of where you park your car; park under street lighting if dark and avoid sheltered or obscure locations.
* Be aware of trouble spots in the local area.
* On each visit take a mobile phone.
* Consider what is taken into the visit. Do you need to take a handbag, purse/wallet, briefcase? Or could you simply take a note pad, pen, relevant forms and mobile phone?
* Should the need arise, ensure you have a plan for getting out of the home safely.
* Always ensure that you stay downstairs in a house.

***If you are in any doubt when you get to the house – do not enter.***

During and after a home visit:

* Staff should wear their work ID badge or carry it with them
* Staff should never give members of the public their personal contact details e.g. home telephone number, addresses or vehicle details.
* Assess and report any safeguarding concerns to the Designated Safeguarding Lead
* Consider household pets and animals in the home (ask for them to be kept in a room away from the area you in if needed)
* Consider general standards of hygiene. Carry some Hand Hygiene Gel in your car.
* Staff should always carry a (charged) mobile phone and have a number stored of their direct line manager you can contact in an emergency.
* Staff should never undertake home visits during severe weather periods as this could have an adverse effect on travel arrangements

**Remote Learning online**

Remote learning may also be appropriate in situations when learners, in agreement with the school are too unwell to leave their homes.

Leadership Oversight and Approval

* Remote learning will only take place using Microsoft Teams.
* Microsoft Teams has been assessed and approved by the Senior Leadership Team.
* Staff will only use The Sullivan Centre managed accounts with learners and parents/carers.
* Use of any personal accounts to communicate with learners and/or parents/carers is not permitted.
* Staff will use work provided equipment where possible e.g. a school laptop, tablet or other mobile device.
* Online contact with learners and parents/carers will not take place outside of the operating times as defined by their direct line manager.
* Staff should work alongside their allocated timetables.
* All remote lessons will be formally timetabled.
* Live streamed remote learning sessions will only be held with approval and agreement from SLT.

Data Protection and Security

* Any personal data used by staff and captured by Microsoft Teams when delivering remote learning will be processed and stored with appropriate consent and in accordance with our data protection policy.
* All remote learning and any other online communication will take place in line with current school confidentiality expectations as outlined in GDPR policy.
* All participants will be made aware that Microsoft Teams can record activity.
* Staff will not record lessons or meetings using personal equipment, in line with our data protection policy requirements.
* Only members of The Sullivan Centre community will be given access to Microsoft.
* Access to Microsoft Teams will be managed in line with current IT security expectations.
* Expectations include using strong passwords, logging off or locking devices when not in use etc.

Session Management

* Staff will record the details of their session on each child’s Engagement Log.
* Appropriate privacy and safety settings will be used to manage access and interactions.

This includes:

* language filters, disabling/limiting chat, staff not permitting learners to share screens, keeping meeting IDs private, use of waiting rooms/lobbies or equivalent.

When live streaming with learners:

* Contact will be made via learners’ school provided email accounts and logins.
* Staff will mute/disable learners’ videos and microphones. Amend as appropriate to system and SLT decision e.g. if learners’ video/microphones should be muted throughout or if they will be allowed under staff control at specific times. This is likely to vary based on age and ability of learners.
* Live 1 to 1 sessions will only take place with approval from the SLT. Live 1:1 sessions with learners are not recommended unless a parent/carer is present at the dwelling.
* A pre-agreed email detailing the session expectations will be sent to those invited to attend.
* Access links should not be made public or shared by participants.
* Learners and parents/carers should not forward or share access links.
* If learners/parents/carers believe a link should be shared with others, they will discuss this with the member of staff running the session first.
* Learners are encouraged to attend lessons in a communal space or room with an open door and when appropriately supervised by a parent/carer or another appropriate adult.
* Alternative approaches and access will be provided to those who do not have access. Students can access school laptops if necessary.

Behaviour Expectations

* Staff will model safe practice and moderate behaviour online during remote sessions as they would in the classroom.
* All participants are expected to behave in line with existing school policies and expectations.
* Staff will remind attendees of behaviour expectations and reporting mechanisms at the start of the session.

When sharing videos and live streaming, participants are required to:

* Wear appropriate dress.
* Ensure backgrounds of videos are neutral (blurred if possible).
* Ensure that personal information and/or unsuitable personal items are not visible, either on screen or in video backgrounds.

Policy Breaches and Reporting Concerns

* Participants are encouraged to report concerns during remote and live streamed sessions:
* Learners may report concerns to the member of staff running the session.
* If inappropriate language or behaviour takes place, participants involved will be removed by staff, the session may be terminated, and concerns will be reported to the SLT.
* Inappropriate online behaviour will be responded to in line with existing policies such as acceptable use of technology, allegations against staff, anti-bullying and behaviour.
* Sanctions for deliberate misuse may include: restricting/removing use, contacting police if a criminal offence has been committed.
* Any safeguarding concerns will be reported to the Designated Safeguarding Lead, in line with our child protection policy.

**Unacceptable Lone Working**

The following activities are not to be carried out by lone workers under any circumstances:

* Working at height.
* Manual handling of heavy or bulky items
* Transport of injured persons.

**Training**

Lone workers will be trained in safe working practices. This will apply to employees and other workers where applicable, such as agency staff and contractors.

If you are a lone worker read up on your rights and responsibilities

[Lone workers – your health and safety responsibilities (hse.gov.uk)](https://www.hse.gov.uk/lone-working/worker/index.htm)

**IT IS THE RESPONSIBILITY OF ALL STAFF AND CONTRACTORS TO ADHERE TO THE LONE WORKING POLICY AND TO REPORT ANY CONCERNS TO THE EXECUTIVE HEADTEACHER, THE SCHOOL BUSINESS MANAGER OR A MEMBER OF THE SENIOR LEADERSHIP TEAM.**