

Bolton Impact Trust

Lone Working Policy

Reviewed By	R Leonard (Director of Academy Operations)
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Document Control	
Title	Lone Working Policy July 2024
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Supersedes	Lone Working Policy 2022
Amendments	<p>3.2 transporting pupils added - Travelling to college visits/interviews</p> <p>3.2 transporting pupils added – Staff should provide the office teams with copies of insurance certificate, MOT and drivers licence where appropriate</p> <p>3.2 home visits added - Staff must not drop pupils off anywhere other than the address recorded on SIMS unless prior consent has been obtained.</p> <p>Page 7 added - We work in complex environments and at times are required to make quick decisions, if for any reason this results in breaching anything outlined in this policy staff must inform the Academy Lead/DSL as soon as possible. Failure to do so could result in action following the trust disciplinary policy.</p>
Related Policies/Guidance	<ul style="list-style-type: none"> • School’s Safeguarding Policy and Procedures and Disciplinary and Dismissal Policy and Code of Conduct • Keeping Children Safe in Education (September 2024) • Guidance for safer working practice for those working with children and young people in education settings

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1. Introduction

At the Bolton Impact Trust the wellbeing of all of our pupils and staff is paramount. We recognise there may be increased health and safety risks when working alone. Due to the nature of our provisions staff will at times be required to undertake lone working practice with pupils, parents, individually in one of our settings or whilst working from home. We therefore need to ensure staff fully understand the procedures within this policy to keep everyone safe.

This policy has been established to identify risks and manage them accordingly. The Trust has a duty under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 to ensure, as far as is reasonably practicable, the health, safety and welfare of employees. Within this policy, 'lone working' refers to situations where staff, in the course of their duties, work alone either within one of our academies or trust buildings, in pupils homes, on transport or on enrichment activities in the community and are physically isolated from colleagues, possibly without immediate access to assistance.

2. 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 particular situations and it is important that they feel able to do this taking into account the context in which we work. However, the guidelines below should always be followed. Staff should feel confident that their professional behaviour would have the support of the Academy Lead. If in doubt it is important to seek advice.

3. Types of Lone Working at Bolton Impact Trust

- Individual outreach teaching in the home and home visits
- Transporting Pupils
- Off-site enrichment activities
- Working alone in one of the academies or trust buildings
- Working 1-1 with a pupil in an academy

3.1 Individual Outreach Teaching and Home Visits

The Bolton Impact Trust serves pupils with a range of needs and complexities and we have to be creative to ensure they receive the right support to help them succeed. This can mean, at times, you may be required to teach pupils in their homes or in public spaces and may have to undertake home visits with pupils and their families. In these situation the following procedures should always be followed:

- Prior to any outreach teaching or home visit, staff should ensure they have checked with their DSL that no known concerns or risk assessment are in place for visiting the address.
- All outreach teaching should follow a set timetable detailing the time of the session and where it will take place. The Academy Lead and Designated Safeguarding Lead must have a copy of all timetables. Any changes to scheduled sessions including changes in location should be communicated to the Academy Lead/DSL immediately.

- Staff must have a mobile phone that is always kept on during all home visits/outreach sessions so they can be contacted.
- Staff should make sure they have planned their route and the time needed to get to and from all sessions/home visits.
- Staff should try to park their 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 practice 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 anything containing personal or confidential information.
- In some instances the home may not be suitable to teach in. In these instances a risk assessment must be completed and teaching may take place in a local public place e.g. library.
- Staff should 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 known to you. You should not teach in a pupil's home when there is no other adult present. Alternative teaching arrangements should be made in these cases. The Academy Lead should be informed in these instances.
- Parents should be made aware that they have prime responsibility for the safety of their child. In order to protect the teacher, outreach education should not be undertaken in the member of staff's own home.
- Wherever possible we should aim to teach pupils in academy settings.

Home visits

- Wherever possible try to conduct home visits with another member of staff.
- It is inadvisable to go upstairs or into a bedroom. If this is essential make sure the bedroom door remains open at all times.
- Only enter a house on invitation from a parent and show your identification.
- Never enter a house where a parent or other adult is not fully dressed.
- Home visits should be conducted at the door step if you do not feel safe entering the house, the pupil is home alone or the parents do not wish you to enter.
- If you are making a home visit or undertaking outreach teaching at the end of the day and are not returning to your main site you must phone your line manager once the home visit/teaching is complete so they know you are safe.
- All details of home visits and outreach teaching must be recorded appropriately on CPOMS.

3.2 Transporting pupils

Transporting pupils will be necessary at times due to the nature of the curriculum. This could be in your own vehicle or using a trust vehicle. On occasions, this may involve lone working with a pupil. You may transport pupils for the following reasons:

1. Travelling to an enrichment activity
 2. Travelling to college visits/interviews
 3. Transporting pupils between academy sites
 4. Transporting pupils home
 5. Transporting pupils for outreach teaching purposes
- All staff should have the appropriate business cover on their insurance along with proof of up to date, MOT and Tax when using their own vehicle for work purposes. It is recommended that staff be covered by membership of an emergency breakdown and repair service. Staff must provide a copy of all of the above to their academy office team.
 - If using a trust vehicle staff must ensure they have signed the relevant declaration form and have provided a copy of their driving license to the academy office team.
 - When transporting one pupil staff should ensure the pupil sits in the rear of the vehicle, adjacent to the driver. Pupils must wear their seat belt. If they refuse they should not be transported and a risk assessment should be put in place regarding transport.
 - Staff may need to use the front passenger seat to transport a pupil if they are transporting multiple pupils.
 - Staff must inform their line manager if they are transporting a pupil/s. This should include who they are transporting, where they are going and when they plan to be back. If anything changes staff should contact their line manager and inform them as soon as possible.
 - Staff should assess the situation to see if a second adult is required whenever they are transporting a pupil, for example if a pupil is in a heightened state or has a risk of absconding.
 - If at any time a member of staff feels uncomfortable transporting a pupil they should take them straight home or back to the academy. The Academy Lead/DSL should be informed of the concerns and assess whether a risk assessment is required.
 - If an accident should occur when a member of staff is driving alone during work time or carrying a passenger/pupil they should inform the Academy Lead as soon as practicable and will be required to write up the detail of the incident using CPOM's on return to their academy.
 - Any issues concerning transport must be recorded on CPOM's.
 - If staff are transporting a pupil at the end of the day and are not returning to the main site they must phone their line manager once the pupil has been dropped off.
 - Staff must not drop pupils off anywhere other than the address recorded on SIMS unless prior consent has been obtained.

3.3 Offsite enrichment activities

Enrichment activities are a crucial part of our curriculum and create opportunities for pupils to learn in a different environment than the traditional classroom. In some instances these activities may involve working alone with a child in a public area. In all cases when any lone working takes place with one or more pupils the following procedures should be followed:

- An activity risk assessment should be in place and checked.
- Staff should check if any pupil has an individual risk assessment in place and follow accordingly.
- Staff should ensure their line manager is aware of the time they intend to leave and return and where they will be going.
- Staff should have a mobile phone which is switched on in their possession at all times so they can be contacted or make contact with school in case of an emergency.
- If any issues arise you staff contact the academy as soon as possible and speak with a senior member of staff. Any issues should be recorded on CPOM's on return to school.
- If staff are transporting pupils they should follow the procedures in the transporting pupils section of this policy.

3.4 Working alone in an academy or trust building

If you are working alone in any of the academies or trust buildings (this includes school holidays) the following procedures should be followed:

- Ensure your line manager is aware you are lone working and give them the time you intend to leave the building. When you have finished working ensure you phone/message them to inform them you have left the site safely.
- Ensure you are aware of the invacuation and evacuation procedure. If any instances of theses occur, you should follow the relevant policy and inform your academy lead or line manager as soon as possible.
- If it is dark when you leave, keep to well-lit routes to reach your car.
- Report any health hazards, aggressive behaviour or difficulties to manage incidents immediately to your line manager and document in case you need evidence later.

3.5 Working 1-1 with a pupil in an academy

Many of our pupils struggle to engage in the traditional classroom or may require additional support with their learning. At times, you may be required to work with a pupil on a 1-1 basis. In these situations the following procedures should always be followed:

- When working 1-1 with a pupil staff should make sure a colleague is aware this is taking place including why, when and where.
- Staff should keep the door open when working 1-1 with a pupil.

- Staff should try to sit adjacent to the pupil rather than next to them.
- If a member of staff has a concern or an incident happens whilst working 1-1 they must inform the DSL or Academy Lead immediately and must record the details on CPOMs.

We work in complex environments and at times are required to make quick decisions, if for any reason this results in breaching anything outlined in this policy staff must inform the Academy Lead/DSL as soon as possible. Failure to do so could result in action following the trust disciplinary policy.

4. Linked policies

- Health and Safety Policy
- Safeguarding Policy
- First Aid Policy
- Invacuation/Evacuation Policy
- Disciplinary and Dismissal Policy
- Staff Code of Conduct