



# Bolton Impact Trust

## Lone Working Policy

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<b>Last Reviewed</b>	<b>March 2018 David Smith</b>
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## **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 or individually in one of our settings. We therefore need to ensure staff fully understand the procedures within this policy to keep all staff and pupils 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 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.

## **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 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.

## **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

## **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 risk assessment is in place for visiting the address.
- Staff undertaking any outreach teaching should complete a weekly diary forecast and register when undertaking outreach teaching. This needs to be sent to the Academy Lead and DSL; if there are any changes staff must inform the Academy Lead and DSL as soon as possible.

- Staff must have a mobile phone that is always kept on so they can be contacted.
- Staff should make sure they have planned their 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 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 children's notes.
- 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 teacher'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.
- Never enter a house where a parent or other adult is not fully dressed.
- 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.
- 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.

### **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. Transporting pupils between academy sites

3. Transporting pupils home
4. Transporting pupils for outreach teaching purposes
  - All staff should have the appropriate business insurance cover on their motor vehicle insurance certificate. It is recommended that staff be covered by membership of an emergency breakdown and repair service.
  - If using a trust vehicle staff must ensure they have signed the relevant declaration form and provided the necessary documents. Speak to the Academy Office Supervisor for details of what needs to be provided.
  - If transporting one pupil they should sit in the rear of the vehicle, adjacent to the driver. They 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 always ensure their line manager is aware if they are transporting any pupils. This should include who you are transporting, where you are going and when you plan to be back. If anything changes you should contact your line manager and inform them as soon as possible.
  - Whenever staff are transporting pupils they should assess the situation to see if a second adult is required, 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 about transporting a pupil they should take him/her straight home or back to the academy. A risk assessment must then be completed for the pupil.
  - If an accident should occur when a member of staff is driving alone during work time or carrying a passenger or pupil you 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 Cpoms.
  - If you are transporting a pupil at the end of the day and are not returning to your main site you must phone your line manager once complete so they know you are safe.

### **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 1 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 you intend to leave and return and where you will be going.
- You should have a mobile phone on you at all times that you can be contacted on.
- If any issues arise you must contact your academy as soon as possible and speak with a senior member of staff. Any issues should be recorded on Cpoms on your return.
- If you are transporting pupils you should follow the procedures in the transporting pupils section of this policy.

### **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 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.

### **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 try to keep the door open if possible.
- 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.

### **Linked policies**

- Health and Safety Policy
- Safeguarding Policy
- First Aid Policy

- Invacuation/Evacuation Policy
- School Trips Policy
- Absconding Policy