

St Vincent's School for Blind and Partially Sighted Children

Policy Document Title:	Lone Working
To be read in conjunction with:	Positive Handling Policy Safeguarding Statement Safeguarding/Child Protection Policy Child Protection Procedures Intimate Care Guidelines Health, Safety and Security Policy
Updated:	07/09
To be reviewed:	07/10

St. Vincent's School Mission Statement:

Inspired by the example of St. Vincent, we work together in a safe and caring atmosphere, where a high standard of education and care are provided.

We encourage a sense of achievement, self-worth, moral responsibility and mutual respect, honouring all faith traditions and beliefs. Each one of us in our community is special and unique. Gifts and talents are valued and nurtured through all our work.

We are outward looking in our approach to the wider educational and social community and we encourage all our young people to become independent and to integrate fully into society.

Aims

This policy recognises the responsibility for the Health, Safety and Welfare at work of our employees and the safeguarding and welfare of its pupils under the guidelines of the following:

- ❖ Health and Safety at Work Act 1974 [HSW Act]
- ❖ The Management of Health and Safety at Work [MHSW] regulations 1999
- ❖ Every Child Matters Children Act 2004
- ❖ Education Act 2002 Safeguarding Guidance [section 175]
- ❖ Guidance for Safer Working Practice for Adults who Work with Children and Young People [AMA] Nov 07

This policy applies to all staff employed at St. Vincent's School including agency and supply staff who, maybe required to work alone. Its aim is to protect all employees and young people with a framework of guidance, protocols and control measures through risk assessment.

The Principal and Senior Leadership Group (SLG) will be responsible for ensuring that appropriate staff within their area of responsibility are aware of the policy, its guidance and the monitoring of its implementation.

Special Circumstances

We acknowledge there will be times when a person will be unable to lone work;

- ❖ Young people under eighteen years of age
- ❖ Any person without Criminal Records Bureau (CRB) clearance

The definition of Lone Working will apply to all the following working practices, risk assessments, protocols and procedures.

- ❖ A Lone Worker, works by him or herself, with a pupil without close or direct supervision. This includes staff that are working within the school but in isolation and also staff working off site in a one to one situation.
- ❖ Member of staff working outside normal hours.
- ❖ Member of staff off site - pupil's home.
 - public venues.

Most people at some time during their normal work activity will be engaged in a solo activity out of sight or sound of others. Similarly, someone has to be first to arrive at work and someone will be the last to leave. Concentrating on "aleness" is unnecessarily limiting and the assessment of who is a lone worker must be based on those where the risks are higher, or those who work alone for considerable periods.

Risk Assessments.

The key to maximising safety wherever lone work is under consideration is the performance of a satisfactory risk assessment which should address two main features:

- ❖ whether the work can be done safely by a single person
- ❖ what arrangements are required to ensure the lone worker is at no more risk than employees working together

The risk assessment will be carried out by all staff whose working practise makes them vulnerable. These assessments should include:

- ❖ Safe access arrangements such as Guiding and Instruction – for safe protocols
- ❖ Risk of violence
- ❖ Safety of equipment
- ❖ Channels of communication in an emergency.
- ❖ Security. (Alarm systems/personal alarms).
- ❖ Individual pupils own risk assessment.
- ❖ Travel involvement.
- ❖ Report Writing – following stipulated guidelines/ data protection.
- ❖ Trace Ability.
- ❖ Personal safety/security

Managers Responsibilities

Managers at all times must ensure that risk assessments systems are in place and meet the specific needs of all lone workers within their area of control and that these are updated and reviewed. Manager should:

- ❖ Identify staff who lone work.
- ❖ Have knowledge of the need for lone working.
- ❖ Have in place safe systems in relation to lone working.
- ❖ Ensure appropriate risk assessments have been undertaken before work begins.
- ❖ Be ready to provide appropriate arrangements or back up when it is unsafe for staff to lone work.
- ❖ To follow the systems in place for staff to be traced and these systems regularly checked. - Off site forms and risk assessments.

Staff Responsibilities

- ❖ Be aware of policies and procedures relating to lone working.
- ❖ Members of staff will alert another member of staff of their location, the time of the session, and the reason for the one to one session
- ❖ Room will have a clear window or a glass-panelled door, or the door will be left open and the member of staff will have knowledge of nearest telephone communication point.
- ❖ Visiting tutors or visitors will be required to produce identification and sign the Visitors Registration and Screening Document with the outline of the Safeguarding Guidelines.
- ❖ Staff are required to act in an appropriate manner at all times.
- ❖ Records of one to one sessions must be dated and kept by the person leading the session and available to Line Managers at supervision sessions.
- ❖ The protocols laid out in the Code of conduct, discipline, rewards and sanctions/Positive Handling/ and Safeguarding/Child Protection policies in relation to incidents must be adhered to.
- ❖ Ensure that they comply with reporting systems and inform line manager of any changes.
- ❖ Ensure that they take reasonable care to protect themselves and implement all guidance, policy and practice relating to risks arising from lone working.

Medical suitability

It will be necessary to determine:

- ❖ Whether the job imposes any extra demands on the lone worker's physical or mental stamina?
- ❖ Whether the lone worker suffers from any illness that might increase the risks of the job?

Staff who are required to work alone on a regular basis may be required to attend for an occupational health assessment.

Training

Training will be monitored through the Continual Professional Development (CPD) and Performance Management Programme. Recording of this training will in kept in Staff Hand Books to ensure appropriate protocols are followed.