



Aspire Medical Provision

Lone Working Policy

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1. Purpose and Context

The purpose of this document is to ensure the safety of staff and pupils. 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 the context into account. However, the guidelines within this policy MUST be followed. Staff should feel confident that their professional behaviour would have the support of the management of name of school. If in doubt, it is important to seek the advice of line managers.

2. Guidelines

Professional Boundaries – Confidentiality

No information about the pupil or family should be disclosed to anyone without the parents/carers consent in accordance with GDPR regulations, except in cases of child protection/safeguarding.

Travelling and teaching in pupil's homes

- All staff who are undertaking teaching at home should have the appropriate business insurance cover on their motor vehicle insurance certificate. It is recommended that staff be covered through membership of an emergency breakdown and repair service also
- All staff MUST let the school office and/or their line manager know where they are going
- Always keep a mobile phone on so that you can be contacted whilst lone working
- The Home Tuition Leads will use the initial referral information in order to conduct any risk assessments following the initial home visit. This risk assessment (as appropriate) will need to be used for teaching in the home. The Leads should not make a visit unaccompanied if there is any uncertainty about it.
- Consider the following once home tuition has been agreed
 - Make sure you have planned your 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
 - Park to ensure that you can leave safely and quickly if needed.; ensure you leave nothing visible in your car. Lock up all valuables in the boot.
- Any pupil information with identifying data e.g. address, date of birth, should not be carried in cars.
- If an accident should occur when you are driving alone, please follow normal school reporting procedures

Identifying Unsafe Settings

- If you feel the home is not appropriate for teaching, discuss this with your line manager. Tutors should always consider their own safety and, if in doubt, should leave the premises if the need arises.
- Only enter a house on invitation from a parent/carer and show your identification.
- Do 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 who is over 18 years of age. You should not teach in a pupil's home when there is no other adult present. The tutor should contact the Lead and draw the session to a close should a parent leave the tutor alone in the house.
- Never enter a house where a parent or other adult is not fully dressed.
- It is inadvisable to go upstairs or into a bedroom.
- Parents should be made aware that they have prime responsibility for the safety of their child. In order to protect teaching staff, teaching must never be undertaken in the member of staff's own home. As soon as the pupil is well enough, the Leads will liaise with the 'home' schools to see whether sessions can be undertaken at school as part of an integration programme and/or whether the pupil can start attending their 'home' school on a part-time basis. The longer the pupil is away from school the harder it is to go back and the aim is to integrate the pupil back to school as soon as possible before anxiety causes further difficulties.

Incidents and Accidents

Following the Children Act (1989) there was an increase in young people, particularly those who are distressed or emotionally disturbed, making false accusations against professional staff, usually abuse. It could also happen that parents, distressed, angry, frustrated or emotionally fragile could make an accusation or complaint. It is essential to minimise the chance of such accusations. All staff should be aware of how they communicate with pupils and adults and practise effective listening skills. If there has been a difficult situation or uncomfortable incident or accident staff should contact their line manager and record this appropriately. Staff should ensure that they always write notes after any incident, accident or near miss. As well as being part of the required teaching and learning records, these will serve as evidence if necessary and are helpful for good reflective practice.

Conclusion

It is very important to be cautious, sensible, and professional while being mindful of the sensitive nature of working with pupils with medical needs and their families. It is possible to worsen the situation by over dramatising or becoming too formal. Stay relaxed, low key with a positive attitude about recovery and stay outside the dynamics of the family, which can be extremely complex. These guidelines should serve to minimise the risks