

Lone Working Policy

January 2017

The key to safe lone working is the assessment of potential risks and the measures that can be practically taken to minimise and/or alleviate these. The vast majority of tutors/teachers work without any difficulties and the majority of pupils are co-operative and their parents/carers most appreciative of what tutors achieve. However, preparing for the visit is essential for your own protection and peace of mind.

Home Education

1. Read the information from the initial planning meeting which the Home Education Coordinator will have attended, including the Risk Assessment

2. Making the Initial Home Visit

The initial home visit will usually be with an Assistant Home Education Coordinator.

- If visiting by car leave the vehicle in a position where you can easily leave ie facing the exit of a cul-de-sac.
- Be punctual. The parent/carer may have made special arrangements to be at home or have a pressing engagement later.
- Introduce yourself and have your ID badge visible at all times.
- Confirm who you are speaking to.
- If your reception appears unfriendly it may be wiser to stay on the door-step.
- Actively listen to the parent/carer.
- Request permission if you need to take notes.
- Be clear about arrangements and agreements made by both parties.
- Only arrange teaching sessions to take place when admin are in the office. (8am – 4pm)
- Ensure that the parent/carer has your name and contact number.
- Tutors are provided with a mobile phone for work use only.
- Tutors should give this number and not their personal number to parents/carers and other professionals.
- Tutors are provided with a security system by means of an app on this phone and an alarm on a fob. They will receive training in how to use this.
- Tutors are responsible for making careful use of this system, namely:
 - Tutors must keep the phone and fob charged
 - Tutors should use the app to record the arrival time and expected departure time at the start of each period of lone working, typically each lesson or meeting.
- Tutors are responsible for recording that the lesson/meeting concluded safely.

If at any time you arrive to teach your pupil and there is no adult present you would need to re-arrange the session.

3. Procedures for dealing with incidents

The priority in dealing with any incident which may occur whilst providing Home Education is **your personal well-being and safety**. Of greatest concern is the avoidance of any situation which places you in physical danger.

The following guidelines have been drawn up in conjunction with the City Council's Health and Safety Advisors to both help

- Defuse a potentially violent situation
- Provide advice if the situation becomes violent/threatening to you

When diffusing a potentially violent situation, consider the following:

- Your own body language
- Strategies to defuse the situation
- Avoidance of confrontation or argument
- Remaining calm and relaxed
- Speaking slowly, clearly and gently
- Keeping your distance – not invading personal space
- Taking action before the situation gets out of control
- Trusting your instincts and knowing when to leave
- Having an exit strategy in mind
- In a serious emergency dial 999

It is vital that you inform the Office/Home Education Coordinators of any serious incident as soon as you are able to and fill out an Incident Form.

On no account should a Home Tutor continue to teach the pupil without having spoken to the Home Education Coordinator first.

4. Working Environment

- A responsible adult must be present at all times. Doors to be left open where possible
- Wear your ID at all times
- Ensure you have a fully charged mobile phone with emergency numbers in – the Base, other professionals required for that student and their contact details
- A Risk Assessment (RA) must be completed before Home Education begins
- If transporting students your car must be roadworthy and insured for business use
- An HE3 must be completed and signed by you and the parent/carer
- Student behaviour in the car/transport must be considered on the RA and discussed with them
- Check any activities which are potentially hazardous have been risk assessed e.g. experiments with chemicals/blades, cooking with knives etc
- Check there is an RCD circuit breaker or borrow one from the Base
- Check appliances are charged

- Check there is a working smoke and carbon monoxide detector (mobile detectors can be bought for you)
- There should be a reasonable standard of hygiene and animals need to be considered on the RA – can they put in another room/your allergies
- Consider whether the heating, lighting and ventilation of your workspace is adequate (there are portable lights to borrow from the Base)
- Ensure there is no smoking in your workspace. You are entitled to leave if there is.
- Check the furniture is suitable to work at (there is a portable table to borrow from the Base)
- Check the school/professionals have notified you of any possible drug use in the home or whether there are any signs of drug use in the home
- You also need to know of any infections which you may come into contact with e.g. Chicken Pox, head lice etc
- Consider carrying rubber gloves for your own protection if exposure to bodily fluids is a possibility

The HHELC takes responsibility for:

- Regular support and supervision
- The RA being reviewed regularly and being revised as necessary
- Providing Home Tutors with Nottingham City Council blue bags and sending student information encrypted in emails rather than on paper
- Ensuring a DSL is available throughout the working day
- Supplying a work mobile phone and security app
- Training Home Tutors in recording that the lesson/meeting concluded safely

Home Tutor responsibilities:

- Ensuring the Lone Working Policy is adhered to
- Keeping student information safe (Nottingham City Council blue bags provided to all tutors)
- Writing up incidents and informing the Home Education coordinators/line manager/DSL of any concerns or incidents
- Ensuring the weekly timetable is up to date with the HE Coordinators/admin staff
- Ringing the admin staff with absence with reason as soon as possible – both student or tutor
- Authorised car users have checked their car is well maintained and safe at all times

C.H.S.

Some of the above points are relevant in the CHS. There are, however, a couple of points which only apply to the CHS staff.

When working in a side room, from a ward

- the working ratio is 2:1
- gown up (infection control)

- ensure the medical staff know you are working in there

At the end of the day ensure the last 2 members of staff leave together

As with Home Education, the following guidelines apply. They have been drawn up in conjunction with the City Council's Health and Safety Advisors to both help

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Further information and references:

www.suzylamplugh.org

Safety In Science 'Be Safe' – Association for Science Education

Reviewed by Chair of Governors, Judith Ward on 23/03/2017