



## **Wingrove Primary School Lone Working Policy**

### **Lone Working within Wingrove Primary School**

#### **Introduction**

It is not envisaged that lone working will take place on a regular basis within school. However, after school hours, there may be periods in which the key holders may find themselves working alone. Also, assertive mentoring, during the working day, can take place in isolated environments.

#### **Holidays**

#### **Procedure**

- Prior approval for lone working during school close down periods should be gained from the Head Teacher before accessing the school premises
- All staff attending site during the holidays, should sign the 'signing in' book
- No visitors are to be admitted unless the meeting is pre-arranged with a known contact
- Anyone carrying out work in the building should be carrying ID or known to the staff member prior to attending site
- The external doors should remain locked at all times, access is only to be given via the controlled doors
- The person working alone should have access to a phone at all times

When opening/closing the car park gates, the following process should be followed:

- When opening/closing the main gate, care must be taken to ensure that your vehicle is secure ie. do not leave the engine running, lock the car doors

In violent and threatening situations staff should:

- Do not attempt to contradict the person
- Try to remain calm
- Try to remove yourself from the situation/locality as soon as possible
- Try to summon help
- If you cannot withdraw/leave you are entitled to use reasonable force to protect yourself.
- Notify the police immediately if required and contact manager as soon as possible.

## **Home Visits**

### **Introduction:**

Wingrove Primary School often offers the courtesy of home visits to parents/carers by staff. The provision of a home visit is needs led and only when it is in the best interests of the child or family to do so. Home visits are conducted by trained staff and to achieve the following objectives:

- To introduce staff to new children to Wingrove, prior to starting in Nursery or Reception
- Extend the outreach support to pupils and their families at times of difficulty
- Completing initial assessments with families around educational and welfare needs
- As part of our commitment to child protection and safeguarding guidelines.

The safety of the staff at Wingrove Primary is paramount when deciding if a member of staff should be completing a home visit. Under no circumstances will senior management allow a home visit where it is known, or there is considered to be an unacceptable risk to staff. The guidance below is designed to support staff plan visits and ensure all necessary precautions are taken to make home visits safe and positive. Staff should never be exposed to any unreasonable risk/threat or harm. It is staff's individual accountability to adhere to the guidance.

### **Procedure:**

#### **Preliminary Planning:**

Before carrying out a home visit, staff should:

- Obtain as much information as is considered necessary for the purpose of the visit. Including student information, any safeguarding issues and discussion with the head teacher
- In order to achieve the above it is imperative that all information is shared on SIMS, this information should be discreet to avoid any data protection issues but should make it clear if no home visits are to be carried out or lone working not appropriate. The person adding the note should include their name for any queries
- Try to establish who is in the home at the time if at all possible
- Ensure that the purpose of the visit is communicated and understood by the family
- Obtain correct address, clear directions to the home and plan the route
- Notify the head teacher and site staff of the visit time and how long possibly the duration of the visit will take
- Notify the Office and complete the signing in/out board
- All staff MUST have appropriate identification and a charged mobile telephone with them
- Verbally notify admin staff of the visit. If a first visit a verbally agreed coded message if there is the possibility of a hazardous situation occurring (See Risk Assessment for details)

### **On Arrival:**

- If on arrival near or outside of the property you do not feel safe or there are unnecessary obstacles in the way i.e. dogs or other unknown adults, DO NOT ENTER. Leave the address and phone from a safe place to cancel
- If you arrive and are safe to continue the visit then you should:
  1. Check it is the right address for the pupil
  2. Contact School Office of your arrival and start of the visit (or Guardian 24)
  3. Show appropriate identification
  4. Request to be introduced to other people present if any other additional presence is not anticipated
  5. Request that any dogs present be suitably contained during the visit.

### **During the visit:**

- Keep the mobile phone switched on at all times and in reach
- Inform the family of the length of time of the visit if possible
- Make an excuse to leave the property if you feel in any way personal safety is compromised.

Politely leave if anyone present is under the influence of drink or drugs or appears agitated. DO NOT challenge unnecessarily at this point, it could aggravate the situation at this time.

### **Post Visit:**

- Notify Office by mobile (or Guardian 24) immediately the visit is complete and you expected return to base
- Complete a written record of the visit and summarise the content of the home visit as per the school record keeping procedure
- Inform the head teacher and staff of any relevant information and if any risk or hazards were experienced
- Designated person is informed of visit and any information regarding safeguarding acquired or necessary for future visits
- Ensure that serious concerns result in corrective action and that staff are not exposed to any further risk/threat of harm if any further home visits required
- Ensure that if ever home visit suitability is in dispute or presents as too high a risk to staff then this provision is withdrawn from the parent/carer and information is recorded.

### **Lost Contact**

If staff conducting home visits, fail to ring or contact back at the agreed time, the manager responsible should:

- Ring the staff's mobile to establish any contact in case they have failed to remember or the network was in a black spot
- Ring the family's home to see if they have arrived there
- Notify the head teacher of the situation
- The head of site will then contact the police and report the school's concerns and all relevant information.

### **Additional Considerations:**

Staff should be aware of the following:

- They should always contact a senior colleague if returning home and not to base after visits or after any out of hours' visits.
- Staff should not enter a property if any minors are present alone (under the age of 18 years)
- Staff making home visits to lone adult participants of the opposite gender should ideally be accompanied by a colleague of the same gender
- Staff should be familiar with the local areas they are visiting.

In violent and threatening situations staff should:

- Do not attempt to contradict the person
- Try to remain calm
- Try to leave the property as soon as possible
- Try to summon help
- If you cannot withdraw/leave you are entitled to use reasonable force to protect yourself
- Notify the police immediately if required and on return to school access the support of colleagues and manager.

### **Transport**

- Keep your car in good working order
- Always ensure that you have adequate fuel
- Plan your route before setting off carefully
- When leaving the car, lock personal belongings away out of sight.

Lone Working Policy.

To be Reviewed March 2021