



Wingfield Academy

Lone Working Policy

Reviewed By
Lindsay Wootton-Ashforth
Designated Safeguarding Lead

Reviewed
November 2019

Review Date
November 2020

Governor Ratification Date
December 2019

Introduction

Wingfield Academy is committed to ensuring that all staff responsible for lone working with of students will undertake their duties in a professional manner at all times. Whilst the Academy has a responsibility to ensure the health, safety and welfare of staff, employees also have a duty to take reasonable care for themselves and staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.

Within this document, 'lone working' refers to situations where staff in the course of their duties work alone or are physically separate from colleagues. E.g. where there are other staff in the building but the nature of the building itself may essentially create separated areas.

Objectives

- The issue of intimate care is a sensitive one and requires staff to be respectful of the student's needs.
- The child's dignity should always be preserved with a high level of privacy, choice and control.
- There shall be a high awareness of any child protection issues.
- Staff behaviour will be open to scrutiny.
- Staff must work in partnership with parents/carers to provide continuity of care to students wherever possible.

Responsibilities:

The Board of Trustees

- Will maintain an overview of the implementation of the policy

Designated Teacher for Safeguarding (DSL)

- Responsibility for ensuring all Safeguarding Academy protocols and practices are communicated and monitored within the Academy.
- Ensure up to date and on-going information regarding intimate care are logged appropriately and disseminated to the DSL (CPOMS – Child Protection On Line Monitoring System).
- To ensure designated/nominated staff are fully apprised of protocols and practices for Intimate Care and that all necessary training has been given.
- To consult with Health Practitioners re: best practice.

All Associated Staff

- Ensure up to date and on-going information is logged appropriately and disseminated to the Headteacher and the Board of Trustees where necessary (CPOMS – Child Protection On Line Monitoring System).
- Ensure designated/nominated staff are fully trained in and confident with delivering Intimate Care.

Policy, Planning Review and Evaluation

- The policy will be regularly monitored, reviewed and evaluated for its effectiveness.
- The needs of individual students will be taken into account when reviewing the policy.
- Intimate Care Plans will be clearly recorded to ensure clarity of roles, responsibilities and expectations.
- Concerns arising from an intimate care procedure will be dealt with and the policy and practice amended where necessary.

Implementation

- The management of all students accessing a lone worker will be carefully planned.
- Designated staff will be made aware of the protocols for best practice:
 - Before working alone, an assessment of the risks involved should be made.
 - Check records as to what is known and what information is available.
 - Talk to other professionals who may have already have had contact or involvement with the student, including apprising themselves of any previous visits by other staff or agencies and acquire background information from others.
 - Discuss with associated staff what strategies to adopt when working with a potentially difficult learner.
 - Staff should aware of Social, Cultural and Religious differences and protocols.
 - Where required, staff must ensure that they sign in and out of building registers.
 - Staff should inform an appropriate identified person when they will be working alone; giving accurate details of their location, including name, address, phone number of the home/individual visited and an estimated time of leaving and returning.
 - Lone workers should ensure that they have access to a fully operational mobile phone at all times.
 - Confrontation should always be avoided. At the first sign of potential danger or if a situation feels threatening, a staff member should leave the situation as soon as possible, (giving a plausible reason e.g. saying that they are going back to get something from their car).
 - Any incident should be reported immediately.

Training and Development:

- Roles and responsibilities of staff implementing the policy with individual students will updated and reinforced regularly.
- Staff and Trustees where possible will be kept abreast of any new developments to enable better understanding.
- Copies of the policy are available to staff, public and parents/carers via the website or on request
- Designated staff may also require other training in behaviour management.