

NEW FOREST CARE EDUCATION

Lone Working Policy

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This policy applies to all areas of New Forest Care Education’s business, including Registered Independent Schools, Alternative Provisions, Farms, Post-16 and all other Educational Services.

1. Introduction

New Forest Care Education (NFCE) has a legal and moral responsibility to effectively manage the risks associated with individual members of staff working on their own.

NFCE must try to ensure the safety of staff who work alone, whilst carrying out their duties for the organisation.

2. Aim

Using the Risk Assessment process, NFCE must raise awareness amongst all staff of all systems, procedures and equipment that must be utilised to reduce the levels of risk associated with working alone.

3. Scope/Definition of Lone Working

A lone worker is defined as any member of staff working without direct supervision in a building or in the community. These may include Teachers, Teaching Assistants, Managers and Maintenance staff, Therapy Staff, staff working alone in buildings including administration staff. (This is not an exhaustive list.)

4. Policy Statement

NFCE is committed to ensuring compliance with legal requirements using them as a minimum standard and seeking to exceed those standards in order to protect staff. It is also committed to ensuring a healthy and safe place in which to work.

5. Implementation

The safety of staff is of paramount importance and NFCE will ensure that:

- Risk Assessments are undertaken where necessary for lone working which determines and prioritises actions and resources to minimise identified hazards.
- Procedures will be developed and safe systems of work introduced which incorporate appropriate support systems.
- Advice and guidance will be provided for all staff covering personal safety and security aspects for lone workers
- Equipment will be made available to enable staff to work safely alone including mobile phones.
- Training will be made available covering:
 - Emergency Response Procedures
 - Violence and Aggression (TEAM Teach Framework)

6. Organisational Responsibilities

Overall responsibility for the discharge of this policy lies with the Headteachers, Executive Head Teacher, Head of Alternative Education and Directors of New Forest Care Ltd.

Head Teacher/Directors/Head of Alternative Education are responsible for:

- Ensuring consistent application of the policy;
- Monitoring effectiveness;
- Ensuring sufficient resources are available to support the application of lone worker systems across the NFCE's education provisions and schools;
- Staff are familiar with the policy and any supporting procedure and/or guidelines and understand requirements;
- Risk assessments are undertaken and appropriate measures are in place to minimise identified hazards;
- Staff are given copies of the findings of the risk assessment and adhere to the control measures identified;
- Staff are trained in any agreed procedures and safe systems of work;
- Sufficient resources are available to provide all the necessary equipment to operate the lone worker system in place;
- Staff follow the procedures and safe systems of work developed;
- Information is requested and shared with other agencies regarding students where appropriate;
- All records of monitoring and incidents involving lone working are reported to enable the systems to be reviewed and revised.

All Staff must:

- Ensure they have read the policy and any supporting information;
- Ensure they have read the outcomes of the risk assessments;
- Ensure they adhere to any systems developed for their protection while working alone;
- Take personal responsibility for sharing information regarding their whereabouts;
- Inform the Headteacher/Line Manager, of any concerns regarding working on their own;
- Report any incidents concerning lone working to enable systems to be reviewed and revised.

7. Risk Assessment

Before lone working activities are undertaken a risk assessment must be undertaken and the findings recorded. Individual Risk Assessments for students should be read and taken into account. The assessment must include:

- Hazards within the area to be visited or workplace;
- Methods of communication – if it is deemed necessary for staff who are working alone in the community to have mobile phones;
- Walkie-talkies to communicate movements when on the schools/alternative education sites or at a local facility (2mile radius.)
- Possibility of violence;
- History of client;

- Risks to men/women working alone;
- Risks to young people;
- Medical fitness of the person working alone – possibility of illness;
- Possibility of accidents;
- Requirements for first aid training

8. Audit

The following will be used to audit the effectiveness of the policy and its requirements:

- Review of control measures produced from the risk assessment process on a termly basis;
- Incident reports/near misses and investigations are appropriately actioned

9. Key Performance Indicators

- Risk assessments are completed for situations in which staff work alone
- Records are maintained of training undertaken
- Equipment is provided and used to support the lone worker system