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LONE WORKING POLICY – WORKING WITH PUPILS OFF-SITE

Introduction

Teachers and other staff working within the One To One Teaching branch of the Transition & Outreach department work with their pupils on an individual basis, which means that their access to the support of their fellow team-members and other colleagues is not always immediate. This policy puts forward some instructions and guidelines which are designed to help each staff member carry out his/her responsibilities as safely as possible. However, it should be noted that the One To One context is variable and frequently presents unique challenges and difficulties. It is not possible for a single policy document to provide guidance on the many different situations and scenarios a staff member may encounter. It is expected that each staff member will use his/her professional judgement – as well as the support of his/her line manager, where possible – to deal with each situation that may arise in a manner that minimises risk to and allows each pupil to access the curriculum in a safe environment.

Guidelines

Staff members should not give out personal details such as addresses or home telephone numbers to pupils and their parents/guardians. Staff members may give their work mobile telephone numbers to parents/guardians.

Staff members should not agree to work with their pupils outside normal contracted hours, unless this has been approved by their line manager.

Staff members should carry out as much research as is reasonably practicable about a pupil before working with them. Any concerns which may arise from this research should be brought to the attention of the line manager.

If sessions are to take place within the pupil's home, a parent/guardian (or another adult nominated by a parent/guardian) must remain in the house for the duration of the lesson. The parent/guardian (or nominated adult) need not remain in the same room in which the lesson takes place unless requested to do so by the staff member.

Staff members should not enter a pupil's home until they are satisfied that another adult is present.

If sessions are to take place outside the pupil's home, the venue must be a safe, public area (such as a public library). Secluded, isolated spaces – even though they may officially be considered 'public' – are to be avoided.

All staff members should leave with their line manager a telephone number on which a member of their family can be contacted in the event of an emergency.

Staff members should notify their line manager of the exact time and date when they are scheduled to have their initial visit with a new pupil and his/her parents/guardians. In some cases, it may be deemed appropriate for the initial visit to be carried out by both the staff member and his/her line manager.

Staff members should carry both their mobile telephones and their KEC identification with them at all times.

Staff members should provide their line manager with a weekly schedule of the times of their sessions with their pupils. Staff members will be responsible for informing their line manager of any changes (either temporary or permanent) to this schedule.

If a pupil or his/her parent/guardian displays any behaviour which causes the staff member to feel uncomfortable in any way, this should be reported to the line manager.

If a pupil or his/her parent/guardian displays any signs of aggressive or dangerous behaviour, the staff member must end the lesson as quickly and safely as possible. The staff member should then inform their line manager of the incident.

If staff members decide to use their own cars to transport pupils, they are responsible for ensuring that they have adequate business cover on their car insurance. KEC accepts no liability for personal vehicles.

Staff members should sign the Centre's Lone Working register.