



# **The Complete Works Policies**

## **Lone Worker Policy**

**Updated July 2019**

## 1. Introduction

### 1.1.

This policy details how The Complete Works will comply with the regulations of The Health and Safety Policy and the relevant statutory provisions.

## 2. Scope

### 2.1

This policy covers all teachers and assistants employed by The Complete Works working as an offsite teachers or assistants or within one of our Independent School Centres - Whitechapel 10 and 11, Shoreditch and Bermondsey.

## 3. Policy Statement

### 3.1

The Complete Works is committed to ensuring the personal safety of our employees and students. Within the context of The Complete Works' overall Health and Safety Policy, a risk assessment of all Independent School Centres have been undertaken and are viewable by teachers upon request. All offsite teachers complete a risk assessment of students homes or education locations such as libraries. Likewise, risk reduction plans for students have been carried out where necessary. It should be noted by all, that in any situation the reduction of risk and avoidance of unfortunate incidents is of principal importance. Lone Working is not an everyday occurrence within The Complete Works Independent School Whitechapel Centres, however it is occasionally implemented if a student is unable to work within a classroom environment due to extreme behaviour, an illness or any other concern. The Whitechapel Centre will offer the student to work 1:1 in a nearby classroom, within the vicinity of other staff members. This arrangement is overseen by the Head of Centre, who is aware of any member of staff Lone Working.

### 3.2

In regards of The Complete Works Independent School Shoreditch and Bermondsey Centres, the structure includes teachers working one-to-one with students at some point everyday. All one-to-one education sessions take place within allocated rooms at the Centre and overseen by the Head of Centres, who are available to assist with any issues or concerns that may arise. Teachers are aware that doors must remain open or the room is visible by way of a glass panel. This has been evaluated in the risk assessment.

### 3.3

Offsite teachers should not in any circumstance be alone with their student without an adult present. While working in student's homes, a designated place for study must be located such as the living room (sessions should take place in a communal room and **not** in a child's bedroom) and another adult, over the age of 18 must be present (though not necessarily in the same room). All teachers are briefed on what to do if they feel in danger and to contact The Complete Works Head Office as soon as possible. All teachers are aware that they **should not teach in a student's home when there is no agreed adult present to supervise the sessions**. Offsite teachers

who work in a library complete a risk assessment prior to the education sessions starting. The sessions are carried out in a public place, with other members of the public close by.

#### **4. Definitions of Lone Worker**

The Complete Works regards the definition of a Lone Worker as someone who works by themselves with close supervision.

#### **5. Duties**

##### **5.1 Trustees**

Trustees as a whole are responsible for overseeing all aspects of company operation, which is devolved to the Headteacher.

##### **5.2 Headteacher/Chief Executive**

Headteacher/Chief Executive are responsible for:

- Ensuring that this policy is reviewed every three years. In light of any changes in working practice or when an incident occurs that requires improvement and identifies significant risks that are not already addressed.
- Ensuring that risk assessments are carried out as necessary and provisions employed to reduce the risks.
- Ensuring that all staff are fit for Lone Working and receive necessary training and support.
- Ensuring that all staff are aware of what can and cannot be done whilst working alone and when needed, to stop and ask for advice.
- Ensuring that all incidents' are reported and measures are taken to prevent reoccurrence.
- Ensuring that they are aware of any Lone Workers at any one time.

##### **5.3 All Staff**

All Staff are responsible for:

- Considering the risks of Lone Working and adhering to any risk assessments/reductions put in place.
- Reporting to the Headteacher any problems they encounter whilst Lone Working.
- Taking care of themselves and the students and collaborate with employers in meeting their guidelines.
- Their own actions and ensuring they comply with agreed procedures.

#### **6. Safe Working Measures**

##### **6.1**

Making sure that Lone Workers are not exposed to higher risk than those working together.

## 6.2

When agreeing safe working measures, the Headteacher will assess the arrangements by considering the:

- Risk/s involved
- Seriousness of the risk/s
- Avoidance of the risk/s
- Implementation of a Risk Assessment

## 6.3

Incidents can have a harmful effect on a member of staff. It is important that the Headteacher ensures that the affected member of staff is cared for after an incident, as well as considering others' who may not have been directly concerned. All affected members of staff must be informed of any details and measures as soon as possible.