**Cambridgeshire & Peterborough Life Education**

**Lone working policy – October 2024**

This policy should be read and the procedures applied, alongside the Cambridgeshire & Peterborough Life Education Health & Safety Policy and the Cambridgeshire & Peterborough Life Education Child Protection & Safeguarding Policy.

It is the responsibility of the Senior Life Education Educator and the Service Lead Advisers to ensure that all Life Education educators are familiar with the lone working policy, guidelines and procedures. This policy applies to all situations involving lone working arising in connection with the duties of Life Education educators.

**Statutory Requirements**

The Health and Safety at Work Act 1974 places duties on employers to ensure that their employees are working safely. The Management of Health and Safety at Work Regulations 1999 require risk assessments to be carried out to ensure that significant risks are addressed. It is within these assessments that any specific risks faced by lone workers are addressed.

This policy has been designed to assist educators in meeting their legal obligations and provide them with practical guidelines to minimise the risks associated with lone working.

**Aims of the Policy**

* Increase staff awareness of safety issues relating to lone working.
* To make sure the risk of lone working is assessed and that safe methods of work are put in place to reduce the risk as is reasonably practicable.
* Ensure that appropriate training is available to all staff in all areas that equip them to recognise risks and that provide practical advice on safety when working alone.
* Ensure that appropriate support is available to staff who have to work alone.
* Encourage reporting and recording of all incidents relating to lone working [www.reportincident.co.uk](http://www.reportincident.co.uk)

**Lone work is defined within the policy as:**

* Travel to and from work.
* Work which is specifically intended to be carried out unaccompanied or without immediate access to another person for assistance.
* Staff working alone at particular times of the day.
* Staff arriving alone at a school before other members of staff arrive or leaving after school staff have departed.

**Hazards of lone working and control measurements**

* Physical violence and aggression from service users or members of the public.
* Verbal aggression from service users or members of the public.
* Verbal abuse and threats.
* Bullying and harassment.
* Unwanted sexual attention.
* Slips, trips and falls on uneven terrain at the site of the mobile classroom.
* Accidents whilst carrying out tasks.
* Allegations against a member of staff.

**Guidelines for lone working**

* Educator completes CCC ‘Lone Working & Personal Safety’ online training annually – last completed January 2024, due January 2025.
* Educator to ensure electronic diary is up to date for access by the Service Lead Advisers and admin staff.
* Mobile phones are provided to all staff. These should be fully charged and programmed with relevant numbers – including Line Manager, Service Lead Advisers, tower and emergency services - to be carried at all times.
* Educator to conduct personal risk assessment on arrival at each school. If the educator perceives any threat, they may choose to wait in their vehicle for the arrival of a school member of staff.

 **PLAN** – **P**repare, **L**ook confident, **A**void risk, **N**ever assume it won’t happen to you

* Educator to leave ‘Medical Emergency’ sheet with school office on arrival -[**Appendix A**]
* If at any time during the visit the educator perceives a threat to their wellbeing, they should report it to the school Senior Management Team and their Line Manager.
* If the educator feels the threat is immediate, they can activate the personal alarm. These have been purchased and there is one in each of the mobile classrooms and one in the educator’s car.
* If medical assistance is required, assistance should be sought from the school first aider (detailed on each timetable) or an ambulance called if urgent treatment is required.
* As detailed in the Cambridgeshire & Peterborough LEC Child Protection & Safeguarding Policy (4.8), LEC educators also run sessions for parents/carers and governors. If just one parent/carer or governor is present, the door can remain open for the session. Any situation which causes concern, should be discussed promptly with the educator’s Line Manager, and reported to member of the school’s SLT.
* When the educator is in the mobile classroom on their own, the catch on the door by the steps should be left in a vertical position. This would enable quick and easy access to the classroom, should the educator become unwell.
* Apart from when the tower is present, the task of setting up and packing down the classroom is the responsibility of the educator. See the risk assessments attached to the Cambs & Peterborough Life Education Health & Safety Policy.
* To ensure the educator departs safely from the school at the end of the day, the following has been agreed by the PSHE Service and the Lead Advisers’ line manager – Emma Fuller:-
	1. Upon leaving school I will message **just** Tracey to that effect. She has a copy of my schedule and knows the days I am due to be teaching.
	2. If she doesn’t receive a message by 4.15pm she will try to contact me.
	3. If she gets no reply she will ring one of the PSHE team – she has all your mobile numbers. These are her numbers:- 07969797225 and 07391982949 – if you are wary of answering numbers that you don’t recognise, please add these to your contacts.
	4. The order Tracey will ring is as follows:-

Steph

Cathy

Justine or Laura

* 1. Most of the team are part-time but Steph & Cathy have kindly agreed to stay first and second on the list on the days they don’t work as Lead Advisers, however they may not be contactable on their days off, hence the need for the full team to be on the list – thank you for this.
	2. Whoever Tracey gets hold of by phone would then ring the school and ask them to go and check the mobile classroom.
	3. If you can’t get hold of anyone at the school or Louise, ring the police – initially on 101 and ask their advice as to whether you need to escalate to a 999 call.
	4. Keep Tracey and Steph and Cathy informed of what you are doing.

[This is specific to there being one educator – Louise Augarde. If any of the personnel change within this arrangement, a review would obviously be needed.]

* See the Cambs & Peterborough Life Education Health & Safety Policy risk assessment and procedures for situation when educator pregnant.

This policy and the related processes are in line with ‘CCC Guidance on Professional Visitors to Schools’ (Sept 2024) – [**Appendix B**]

**This policy and appendices are available on the Cambridgeshire PSHE Service website**

[**Cambridgeshire PSHE Service - Home (pshecambridgeshire.org.uk)**](https://www.pshecambridgeshire.org.uk/website)

**November 2024**

**Signed – Louise Augarde – Senior Educator** 

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**Signed – Steph Hoskin – Lead Adviser PSHE Service**

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**Signed – Cathy Murphy – Lead Adviser PSHE Service**

**Due for review – November 2025**