**Lone Working Policy**

**Purpose:**

* This Lone Working Policy is designed to be read in conjunction with ICAN Education's Safeguarding and Health and Safety Policy in line with the NSPCC guidance on the safeguarding of children.
* It aims to alert staff to the risks associated with lone working, their responsibilities in such situations, and the procedures to follow to ensure the safety and well-

being of both tutors and students.

* It also provides a framework for managing potential risks.

**Best Practise:**

ICAN Education recognises the importance of best practice, which often involves having at least two adults present when working with children and young people. However, due to the nature of our lessons, there may be instances where a tutor has one-to-one contact with a child or supervises a small number of children alone.

In such cases, strict adherence to safeguarding procedures is essential. It is the responsibility of everyone at ICAN Education to protect children and ensure their well-being.

**Tutor Safety:**

**Practical Measures to Reduce Risks of Lone Working:**

**Orientation for New Staff:** New staff members must read and understand this policy as part of their induction process.

**Supervision Checks:** The head of the centre will conduct random supervision checks on all lone workers.

**Regular Contact:** The head of the centre will make regular contact with those working alone to ensure their safety.

**Risk Assessment:** A risk assessment must be conducted before any lone working assignment.

**Working with Others:** ICAN Education aims to have tutors begin and finish work alongside another person. When this is not possible, the head of the centre will be present to supervise the locking of the building or check in with the staff member locking the building.

**Communication**:

* All staff members will be provided with the head of the centre’s emergency contact numbers during induction.
* Emergency contact numbers will be visibly displayed in each classroom and communal areas.
* Staff members should ensure their mobile phones are operational and keep them turned on.
* The head of the centre will check in on tutors during their shift.
* Clear and exact details of where tutors are meant to work with their students must be provided.
* Staff members should check in and out when working alone at any centre.

**Confidentiality:**

* Tutors must be clear about what student information can be shared and in what circumstances it is appropriate to do so.
* No email communication should occur between tutors and students.
* All email correspondence sent to parents/responsible adults will be from the head of the centre.

**Propriety and Behaviour:**

* Tutors should maintain appropriate attire, avoiding clothing that is offensive, revealing, or sexually provocative.

**Protecting the Tutors:**

* If a staff member is working at the centre outside of normal working hours, they must ensure that the secure door is locked after entering.
* Staff must take care when leaving the building alone at night.
* In cases of a direct threat, tutors are to phone the police immediately.

**Tutor Requirements:**

* Tutors must ensure the environment is safe and secure before proceeding to teach.
* They must not send unsolicited communications to students or parents/responsible adults.
* Tutors should familiarise themselves with ICAN Education's policies and safeguarding procedures.
* Emergency phone numbers should be stored in tutors' mobile phones for quick access in case of emergencies.

**Confrontation with Pupils:**

In the event of a student challenging on inappropriate behaviour, a tutor avoid physical engagement unless there is a danger to themselves or others and call Christie, head of

centre as soon as possible.

**Conclusion:**

This Lone Working Policy ensures that ICAN Education maintains a safe and secure environment for both staff and students, even during lone working situations. The well-being and protection of children and staff are paramount in all our operations.

**To be reviewed**: September 2024