

Lone Working Procedures

Introduction

Teaching Personnel recognise the need to provide safe working conditions for Teaching Personnel agency workers working alone or with small groups of children, young people or vulnerable adults.

This work may take place in a variety of settings including schools, pupil's homes, foster homes, children's centres, care homes, community centres, specialist units and other local authority premises.

Procedures for dealing with this type of booking:

Client Requirements

- Clients must inform Teaching Personnel of any lone working placements and provide full address and contact details for the placement.
- The details of the lone working arrangements should be recorded on the booking screen and in the call logs.
- A risk assessment of should be completed in advance by the Client organisation and emailed to the Branch Manager in advance (template provided where necessary).
- If it is not possible to have a written risk assessment in advance, Teaching Personnel must have written assurance (via email) from the Client that a risk assessment has been conducted.
- The Client organisation must confirm in writing that they have relevant public liability insurance in place to include lone working in residential environments and that another adult will be present in the establishment at all times.

The following email template and attachment should be used by the Branch Manager to manage these client requirements:

Dear <Enter Client Name>,

We look forward to our candidate starting with you soon for the <<enter assignment details> assignment. To ensure the safety of our candidate and the child/children/vulnerable adult involved, we ask that you provide Teaching Personnel with the following before the placement can begin.

1) Please email the risk assessment for the child/children/vulnerable adult and any other relevant supporting documents. If it is not possible to email this document please confirm by reply that the document is in place and that it will be made available to our candidate before the placement begins.

2) Please confirm that another adult will be present in the home/building whilst the education is delivered. If the risk assessment suggests that the child/children/vulnerable adult will require more than one to one ratio support please contact your local Teaching Personnel branch for an additional member of staff.

3) Please confirm that the home/building in which the education is delivered has the relevant insurance to cover injury in the workplace.

I have attached Teaching Personnel's policy on lone working for your reference <<please attach to email>>

Many thanks for your support.

Teaching Personnel

INSERT NAME NUMBER ETC October 2023

Agency Worker Requirements

- The risks of lone working should be conveyed to all agency workers prior to offering them any placement of this type
- A copy of Teaching Personnel's policy should be provided to the agency worker in advance.

- A copy of the risk assessment should be provided to the agency worker in advance of any placement (where possible)
- Agency workers should complete an informal risk assessment on arrival at a placement in any lone working environment.

The following email template and attachment should be used by the BM to manage these agency worker requirements:

Dear <Enter Candidate Name>,

We look forward to you beginning your next placement soon. As this placement is an "off-site" education provision, we would like to remind you of the following behaviours that we support as best practice to minimise risk.

- 1) Teaching Personnel encourages you to complete Safeguarding training. Whilst optional, you can access this level 2 Child Protection in Education training for free, please speak to your local consultant about this.
- 2) Always ensure that there is another adult present in the home/building for both yours and the child/children/vulnerable adults safety. Teaching Personnel recommends that you do not enter or stay in the home/building if the additional adult is not present. If this is the case, please contact us immediately.
- 3) Teaching Personnel encourages you to access the Risk Assessment of the child/children/vulnerable adult /venue and any other relevant documents before the placement begins. Your consultant will ask the client for these on your behalf and will share this information with you when it becomes available. It may be that the client shares these directly with you before placement. Please request this information if you have not received it 24 hours before the placement begins.
- 4) If you are travelling between homes/buildings during the working day it is your responsibility to ensure that you have business insurance for your car.

5) Always deliver the session(s) in an area that is open, where the door remains open (unless stated otherwise in risk assessment) and where your interaction can be frequently viewed by the additional adult.

I have attached Teaching Personnel's policy on lone working for your reference.<<please attach to email>>

We trust you enjoy the placement and thank you for delivering this essential support.

Teaching Personnel

INSERT NAME NUMBER ETC