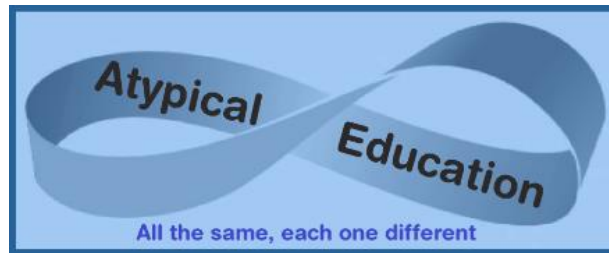


Lone Working Policy

Atypical Education



Approved by:	Emma Oxnam	Date: 1 st September 2022
Last reviewed on:	1 st September 2023	
Next review due by:	1 st September 2024	

Lone Working

Lone working is related to those staff working on their own with a student/students, away from the school, during or outside term time. Guidance and advice are taken from the Health and Safety Executive [hse website](#)

All staff working alone or with students should ensure that they:

- Make sure someone is aware they are working in the building alone/ with students
- a means of contact with the emergency contacts
- have completed a health risk assessment to ensure it is appropriate for them to work alone
- Staff working with students should also have DSL training.
- Lone Working Risk Assessment should be carried out.

Key Actions

When working alone with a student or group of students:

- Lone workers must check in with key contacts, e.g. school or parent
- Carry a means of communication with them (mobile phone) and contact details of the emergency contact details of the pupil
- Inform key contact of plans – which student(s), where you are going etc.
- Seek the permission of parents and inform them of your plans
- Carry out a risk assessment of the activities planned, including how to get help, what to do if your car breaks down, etc.
- If completing a home visit, check the home environment's appropriateness for an unaccompanied visit (alerts should be on student risk assessments).
- Find a public space for any activity (e.g. library, café, sports centre).
- Ensure that all student risk assessments are current and highlight no additional risks to adults.
- Keep detailed logs of the activities.
- Carry contact details in your car of what to do in an emergency and ensure the student(s) know where this is and what to do.
- When using your car to transport students, ensure you comply concerning insurance, car safety, etc.
- Carry first aid equipment and have appropriate first aid training

Transporting Pupils

Drivers are responsible for their own vehicles' roadworthiness, appropriateness for the task to be undertaken, and their fitness to drive.

Drivers must ensure that they:

- Have an appropriate valid driving license
- Are insured for the journey (Business Use)
- Have a valid MOT certificate
- Have a valid road TAX
- Have checked the vehicle is in a roadworthy condition
- Are not excessively tired, fatigued or under the influence of alcohol or drugs.
- Meet minimum eyesight standards for driving. If they need to wear glasses or contact

lenses to meet minimum standards, these must be worn at all times.

- Have no medical condition, including the taking of medication or infirmity that may affect their ability to drive safely.

Additionally, all drivers should have regular eyesight tests to ensure their eyesight remains within minimum standards for driving. Drivers should also ensure that if their health changes, this could affect their driving ability. Drivers must also notify their manager of any driving convictions, endorsements or disqualifications where they are required or may be required to drive for work.

Before young people are transported, a complete picture of the needs of the young person (including physical, emotional, behavioural and medical) needs to be established, and the risks that this may present to them or the driver involved when transporting them. This should include gathering and sharing information with all agencies supporting the young person. This information is required to inform specific risk assessments for transporting the young person. The information will need to be reviewed regularly to ensure it remains valid.

Where information gathered on a child/young person or employee's safety poses a significant risk to the child/young person or staff member's safety during transportation, then a specific risk assessment relating to this activity must be carried out. It is not possible to give total detailed control measures for such risk assessments as they will relate to the particular needs of the individual and the specific circumstances involved.

Schools or Parents must permit young people to be transported by Atypical Education, where necessary. Every effort should be made to gain written consent, but where this is impossible, details of the verbal consent should be recorded. If no type of consent is obtained, transportation should not be permitted.

Young people must behave appropriately while travelling in the vehicle. If there are any concerns during the journey, a dynamic "on the spot" risk assessment should be carried out to determine if there is a significant risk to the driver or passenger and appropriate action taken.

If the young person has a medical condition likely to require additional support/medication, a copy of their Care Plan plus appropriate medicines must be available. A parent or member of staff who has received training in administering support/medication should accompany the young person in the vehicle. First aid kits are carried out, and appropriate training is carried out. When considering young people with medical conditions, their transport and any control measures required during transportation should be included in their individual care/treatment plan and used to inform any risk assessment.

For young people who present with behavioural issues, a range of control measures could be considered, from not transporting the person if it is felt their behaviour is such that doing so is not safe, placing the young person so they cannot easily distract the driver (diagonally across from the driver in the back seat) amongst others.

A system should be implemented to minimise lone working risks, including a monitoring system such as the Ok Alone app.