

Home and Lone Policy

23/26



Document Control

A. Confidentiality Notice

This policy document has been approved by the Governing Body of St Modwen's Catholic Primary School and is intended for internal and/or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorizing committee.

B. Document Details

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Schedule Review:	Next Review date:	Review cycle
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C. Version Control Document revision and Approval History

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V1	7.11.2023	School	Premises, Health and Safety Committee	3 Yearly Review – Extend Review Period

1. Home Visiting

1.1 PROCEDURE PRIOR TO HOME VISIT

Staff should attend home visits in pairs for their own security. This could be a member of school staff or an outside agency.

- They must take a mobile phone and inform the designated officer/office team of where they are going and at which time. Details should also be entered on the school diary.
- The majority of visits should **not** be unannounced, however there may be certain situations, such as poor attendance, where an unannounced visit is required.
- The home visit should only go ahead if the parent/carer is present.
- A brief risk assessment should be carried out before the first home visit takes place and referred to for subsequent visits.
- A help code should be set up between the member of staff and the school office/designated officer in case of emergencies.
- Information around home environment should be gathered from other agencies/services working with the family prior to school home visit. Such information should inform the risk assessment
- Staff should ensure their safeguarding training and awareness is up to date and current

1.2 PROCEDURE DURING VISIT

- Members of staff should introduce themselves and the purpose of the visit should be explained. Staff should wear their ID badges
- One adult should lead the visit to avoid the parent/carer feeling overwhelmed.
- Notes should be taken to inform future planning for the family.
- Staff should constantly read the mood of the visit to ensure that they do not put themselves in danger, including from animals.
- Confidentiality should be respected at all time, unless there is a child safeguarding concern which needs to be referred through school and SCCLSCB procedures

1.3 PROCEDURE AFTER VISIT

- All notes should be written up and shared appropriately.
- Referrals to be made if necessary.
- Dates for a further home visit could be set if required

1.4 IN CASE OF EMERGENCIES

- The school office/designated officer should be aware of who is making a home visit and to which family, anticipated time, length of visit and time expected back in school.
- Staff mobile phone number to be easily accessible by office/designated officer. Designated officer/school phone number to be easily accessible by Home Visiting staff.
- If the member of staff does not return at the agreed time, then the school office/designated will ring the mobile phone.
- The Police must be called if there is no answer and there is reasonable cause for concern i.e. 'help code' called.
- If the school office/designated officer receive a call from the member of staff and the code word is used, then the police are to be called immediately.

Home visits should always be discussed with a member of school SLT and always be carried out in the best interests of the child.

2. Lone Working

2.1 PERSONS AT RISK

At St.Modwen's Catholic Primary School, people at risk may include anyone who comes into school alone during closure times and particularly the site manager, those lone visiting families in the home.

2.2 HAZARDS

These may include, for example:

- A potential for violence or threatening behaviour, dangerous pets, dangers/hazards (home environment) or risks identified by other partner agencies working with family to a member of staff when lone home visiting families
- The use of machinery, electrical or other equipment or chemicals
- Working in remote areas, particularly after dark and outside normal working hours
- Encountering intruders – school call-outs
- Working at heights, using ladders and lifting
- Competency, ability and medical condition of the individual

This is not an exhaustive list, individuals will be expected to report all situations to the Headteacher or school health and safety representative which leave them open to any health and safety issues, the risk can then be assessed and control measures applied where necessary. Through the risk assessment process, existing control measures will be assessed for their effectiveness.

2.3 CONTROL MEASURES

All staff will:

- not undertake work for which they are not trained/qualified
- take reasonable care of their own health and safety, for example, use kick stools when working at height
- not do anything to put themselves in danger
- know and follow, relevant safe working procedures and guidelines including operating machinery and using hazardous substances
- never cut corners or rush work
- always follow reasonable targets
- stop for regular breaks and, if possible, change activity
- inform the Headteacher or health and safety representative of any relevant medical conditions
- inform the Headteacher or health and safety representative of any hazards or accidents encountered. All accidents should be reported on the Health and Safety Incident Report Form, copies of which are held in the school office.

St.Modwen's Catholic Primary School will:

- provide opportunities for meetings and support
- assess the risks to all lone workers and communicate the findings
- provide appropriate training or resources such as protective equipment or clothing to minimise the risks
- consider alternative work methods where possible to reduce exposure to the hazard

Where possible outside of normal working hours, staff should arrange to be in school with others. Keyholders are also advised to inform someone when they are attending an alarm call out and follow school policy and protocol for attending a 'call-out'. Staff should inform the Caretaker when they are on the premises and when they are leaving. It is also advisable that staff inform someone from home that they are working in school during out of school hours. Staff are provided with the Caretakers mobile phone number.