

CHATTEN LONE WORKERS POLICY

Chatten Free School





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Policy Approved by	Hope Learning Community Board.
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Introduction

This policy is designed to protect the safety of all school staff carrying out home visits and to ensure there is good working practice. All home visits must be authorised by the Executive Headteacher or Head of School and where at all possible parents/carers should be contacted before a visit so appropriate arrangements can be made.

Rationale for home visit

- To ensure that vulnerable pupils are safe while being absent from school/during unexpected school closures.
- To provide learning resources as appropriate.
- To support with transitions for new pupils who need to become accustomed to school staff
- To work directly with families to show them how to implement skills learned in school in the home environment

Before the visit

- Be familiar with the Chatten Lone Workers policy
- Ensure you have Adam's number: 07821680581
- Phone ahead to check the family are present and expecting the visit
- Ensure your line manager is aware of the time of your visit and when it is set to end/ when you will be reporting it

During the visit

- Park in a safe and appropriate area which is well lit.
- Introduce yourself and show identification.
- Only enter the premises if necessary and invited to do so.
- Do not enter the premises if invited to do so by a child that is on the premises unsupervised by a responsible adult.
- Ask to wash your hands upon entering the property (as part of COVID precautions)
- Do not go upstairs in a property.
- Do not enter a bedroom of a child/young person.



- If you have any concerns about the safety of a child/young person e.g. being home alone/in danger, contact Adam immediately so appropriate action can be taken.
- If you feel a child is in immediate danger contact 999 immediately.
- Record the time of the visit, who you have seen, notes of the conversation and observations you have made.
- Record what work and instructions took place during the visit
- Wash your hands before leaving the property (part of COVID precautions)

After the visit

- If you are returning to school, then report to your line manager so they know you are back.
- If you are finishing for the day after this visit, contact your line manager to confirm the visit has ended.
- Record details of the visit using Hi-Rasmus.
- If there are any safeguarding concerns as a result of the visit report these to the safeguarding lead.
- Where a staff member has visited the residence alone the school should contact the household after the event to confirm all was satisfactory.

Action to take if you have concerns about your safety during a visit

- If you are concerned about your safety do not visit and speak to Adam
- If you are concerned about your safety during a visit leave immediately and speak with Adam. If the situation is urgent then call 999.

During the Coronavirus outbreak

- Be aware that some families may be self-isolating/social distancing in which case aiming to view a child/young person through a window may be appropriate.
- If families are self-isolating/social distancing we must ensure our actions do not add to the risk. If you are concerned about a visit at any time this should be discussed with Adam who will provide guidance or seek further advice as appropriate.



- Pupils may have a social worker so it is important to coordinate with them about contact with the child/young person and their family.
- The visits to children/young people and their families during the outbreak are primarily to ensure pupil safety; this should be possible by a door step visit.
- If families raise concerns about what to do during the outbreak they should be referred to the latest guidance which can be found at:
 - <https://www.nhs.uk/conditions/coronavirus-covid-19/>
 - <https://www.bbc.co.uk/news/health>
- Adam will liaise and keep a log of all visits/contact made.