



# **NORTON JUXTA KEMPSEY C.E. PRIMARY SCHOOL**

*“Together with love and joy of God, we will discover, develop and maximise our unique potential.”*

## **LONE WORKING POLICY**

Head Teacher	<b>Julia Dean</b>
Chair of Governors	<b>Daisie Rees-Evans</b>
Date Reviewed	<b>24 July 2023</b>
Date of next Review	<b>September 2026</b>
Date received by GB	<b>28 September 2023</b>

**AMENDMENT HISTORY**

Date	Issue	Status	Reason for Amendment	Person Responsible

## LONE WORKING POLICY

*The Father has loved us so much! He loved us so much that we are called children of God.  
And we really are his children. – 1 John 3:1 – ICB*

The value of love is at the heart of both the Christian faith and our vision here at NJK.

God's love for all people inspires us to give love in abundance.

We value and care for ourselves, others and the world around us as God's creation, demonstrating our values of friendship, compassion, forgiveness and respect.

We believe this is of the highest importance to enable pupils to explore their differences with tolerance and mutual respect.

Our school vision is integral to everything we do at NJK.

We want to discover and maximise each child's unique potential.

We aim to deliver a joyful and inspiring curriculum and school experience where every child feels loved, valued and cherished.

### Definition of Lone Working:

Lone working is: a person who is undertaking professional duties or responsibilities for any period of time, in a one-to-one staff / pupil situation – within a variety of settings and in the absence of another adult or young person in accordance with agreed practice guidelines.

### Objectives:

- To provide a framework that facilitates and enables effective professional practice in the best interests of pupils / students.
- To maximise a secure, interactive model of practice between people within a range of lone working settings through following approved operational procedures.
- To promote a culture of team working, confidence, collaboration, trust and accountability.
- To promote and maintain high standards.
- To work closely with families and other agencies as and when appropriate.
- To enhance professional development and training.
- To establish a comprehensive system of recording and record keeping.
- To ensure that all members of staff are fully aware of the professional requirements as set out in the Child Protection Policy.

### Good Practice at NJK

- When working alone with a pupil, ensure that another member of staff, preferably the line manager, is fully aware of the circumstances.
- Avoid spending significant amounts of time alone with young people and if in the interest of the young person this is unavoidable, the circumstance to be reported and recorded.
- Do not do anything of a personal nature to another individual that he / she can do personally. This includes toileting, unbuttoning, touching or any action that can be misconstrued and consequently place a member of staff in a vulnerable and questionable situation.
- To be fully conversant with the Child Protection Policy and the procedure to be systematically followed in the event of a disclosure or allegation.
- To ensure that where the pupil uses inappropriate language the incident is reported, without delay, to a senior member of staff.

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- On occasions where 1:1 interviews must take place with a child, these should be conducted in a room with visual access or with a door open, or in a room or area frequented by others.
- On no account should a child be taken to the homes of a member of staff or relation or friend unless there is prior permission from two members of the Senior Management Team.
- Children from black and minority ethnic groups and their parents are likely to have experienced harassment, racial discrimination and institutional racism. The race, culture and religion factors are to be addressed within a class group environment and in the event of the need for a 1:1 situation these should be conducted in a room with visual access and with the door open.  
It is important here to adopt a proactive stance – one of equality and sensitivity.
- Off-site activities – including residential experiences – should be well planned and supervised including a risk assessment and the off-site activities policy guidelines to be followed.
- All volunteers to complete an application and self-disclosure forms. CRB check and proof of identify are a requirement.
- If lone working, follow the HSE guidelines.
- Where possible staff should try not to conduct parent meetings alone.