



Lone Working Policy and Safe Practice

Purpose

The purpose of this policy is to:

- Minimise the likelihood of any form of abuse occurring.
- Minimise the likelihood of deliberate false allegations of abuse being made against any person in St Paul's.
- Minimise the likelihood of staff's interactions with young people being construed as offensive, provocative or abusive in any way.
- Respect the young person's right to privacy and dignity in their interactions with staff.
- Minimise the likelihood of peer abuse occurring.
- Strike a balance between employing necessary safeguarding practices and the creation of a normal safe environment for the young person.
- Provide young people with information on how to protect themselves from abuse.
- Make records concerning safe practice available for review, monitoring and inspection by authorised personnel.
- Provide mechanisms to ensure the safety of staff while on site.

Definition

Safe Practice

Safe practice is defined as the implementation of appropriate safeguarding measures necessary for working with young people in a manner that acknowledges their need to live in as normal an environment as possible.

Safe practice and child protection

Safe practice is a cornerstone in child protection. Having a policy on safe practice cannot ensure that abuse will not occur but it can assist in creating a culture in the school that will reduce the opportunity for the exploitation or abuse of young people. Following safe practice guidelines will also minimise the likelihood of false allegations of abuse being made against staff and young people. In this way safe practice is considered to be both protective and preventative in matters pertaining to child protection.

Working alone with a pupil

Working alone with a pupil refers to the various planned or unplanned circumstances when a member of the staff is alone with a young person on a one to one basis; either inside or outside the school.

Working alone in the school building

Working alone in the school building refers to the various planned or unplanned circumstances when a member of the staff is alone in the school building either during school hours or out of school hours.

Policy and procedures for Safe Practice

Staff of St Paul's will:

- Take care to ensure that their interactions with young people are carried out in a manner appropriate to the needs of each young person.
- Take all reasonable steps to prevent their interactions with young people being interpreted as offensive or abusive.



- Monitor interactions between the young people in the school and be alert to signs of bullying or peer abuse.
- Monitor other staff's interactions with young people and be alert for signs of bullying or abuse.
- Monitor other professionals' and visitors' interactions with young people and be alert for signs of bullying or abuse.
- Report any concerns about interactions to the DLPs.
- Complete individual work with each young person that teaches the skills of self-care and self-protection.

Policy and procedures for Working Alone with a pupil

When working alone with a young person staff of St Paul's will:

- Consult the young person's ICMP and ISP.
 - Note any special instructions relating to working alone.
- Agree and confirm the following with colleagues:
 - Where you will be with the young person
 - What you will be doing with the young person
 - The anticipated period of time involved
 - Why it is not possible to have another staff member present with you during the interaction.
- Agree and confirm the following safety measures with colleagues:
 - That the door of the room in which you will be with the young person remains open during the interaction
 - That if on site where possible work/ supervision will be carried out under the scope of the internal CCTV and efforts made by staff to ensure both staff and pupil are visible at all times.

Policy and procedures for safe practice and working alone in the school building

When a member of the staff is alone in the school building either during school hours or out of school hours that staff member of St Paul's will:

- Inform the principal or another member of staff/ colleague that they will be or are presently in the school building alone (in person, by text or phone call, the school phone is available for use).
 - Agree and confirm with the principal or the other member of staff/ colleague, the anticipated period of time involved
- On leaving inform the principal or the other member of staff/ colleague that they are leaving safely and the building is locked securely with alarms switched on (in person, by text or phone call, the school phone is available for use).
- Any alarm activation while present in the school building will involve the Principal or the Community Worker/Family Therapist being contacted by the alarm monitoring service so it is essential that the staff member contacts either the Principal or the Community Worker/Family Therapist, to verify that all is well or that help is required.