

## Lone Working Policy

At times, during meetings with parents, or sessions with children, Harbour staff may find that they are lone working.

This document outlines a sensible risk-based approach towards lone working (either at The Harbour base, or during outreach sessions at other schools).

### **Preparing for lone working:**

Before any sessions with parents/children, members of The Harbour team will carry out discussions with the child's home school. These discussions will involve:

- Checking records/ files to see if any previous incidents involving violent or threatening behaviour by the parents/child has been recorded
- Sharing of any medical needs, and procedures to gain First Aid support
- Sharing any behaviour care plans or strategies for supporting the child, and clarify procedure for ascertaining support should behaviour of a child escalate
- Being fully aware of the safeguarding procedures within the school to report any concerns
- Agree a suitable space for the session

### **At the time of lone working:**

- ID badges to be worn at all times
- No visits to take place out of school hours
- Activities undertaken with a child to be planned and appropriate
- If you are working in a classroom that is separated from other parts of the school be aware that you are isolated
- During sessions, leave the doors open if possible, however it is essential you can be seen at all times and there is access to the room
- Harbour team member to be aware of procedure and how to gain help should a child's behaviour become risky
- Should it be required, first aid will be delivered by a school staff member if during outreach session, and by a Harbour first aider if during in-reach session
- Raise the concern and gain help if you feel you are unsafe or need support