

Early Years Assessment Centre
Eastmoor Road
Eastmoor
WF1 3SQ

Forest Wood Centre
Painthorpe Lane
Crigglistone
WF4 3HW

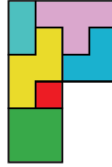
**Pinderfields
Hospital PRU**
01924 298351

Hospital tuition
Children's Ward
Pinderfields Hospital
Wakefield WF1 4DG
01924 541947

Limes Centre
Long Causeway
Stanley
WF3 4JB

Spinney Centre
Common Road
South Kirkby
WF9 3EA

Thornes Centre
Lawfield Lane
Wakefield
WF2 8ST



Woodlands Centre
College Grove
Castleford
WF10 5NS

Wrenthorpe Centre
Imperial Avenue
Wrenthorpe
WF2 0LW

Lone Working Policy 2025-26

Chair of Management Committee
Signed

MISSION STATEMENT

At Pinderfields Hospital PRU we will:

- Encourage honesty, respect and trust
- Exercise discipline and self-control
- Feel safe, secure and happy in the school environment
- Develop our confidence and self-image to allow us to achieve our potential
- Ensure everyone is important and valued
- Promote healthy lifestyles
- Encourage understanding and acceptance of individual needs
- Offer continued support for a smooth transition to the next provision



OFSTED 2023 Overall Judgment = GOOD

Leadership & Management = Outstanding
Behaviour & Safety of Pupils = Outstanding
Achievement of Pupils = Good
Quality of Teaching = Good

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Lone workers are those who work by themselves without close or direct supervision.

Under the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 it is the employer's duty to assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of them and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

The Senior Leadership Team (SLT) will regularly review the procedure to ensure its implementation and to ensure that it is relevant to working practice. In addition, the Headteacher has a responsibility to undertake risk assessments with staff who may be at risk from lone working and to put in place safe working practices that take account of normal work and foreseeable emergencies.

Potential risks for staff working away from their fixed base

The nature of the work of Pinderfields Hospital PRU is such that some staff regularly conduct their work at a variety of sites.

Keeping track of individual movements is difficult but it is the responsibility of the staff member and the line manager to identify potential risks in carrying out the work and to minimise these risks, by maintaining regular communication.

Procedures

All planned off-site visits, tuition, meetings or activities should be logged on the school calendar **(by the person going off-site)** to include the following details

- Name of staff member
- Details of person and place to be visited
- Time and place of visit

When off-site working is pre-planned, these details should be put onto the school calendar when the appointment is made, and tuition for the following week given to admin.

If plans change the staff member must ring in to let the SLT know, this includes changes in tuition visits.

The whiteboard, which is located in the admin office, can be used as an aide-memoire by staff who regularly work off-site, however this is not an official record and does not replace the requirement to record all pre-planned off-site visits on the school calendar

All staff are required to complete the register in reception, to indicate when they are on/off site. This register is used should it be necessary to evacuate the building e.g. in the event of a fire.

Staff going off-site must also complete the pro-forma underneath the register to record;

- Name
- Destination
- Time-out
- Expected time back
- Date.

Out of Hours Working

Avoid 'out of normal office hours' working wherever possible.

Notify a nominated colleague if you are intending to work 'out of normal office hours' and agree how and when to communicate your safe return.

Notify people at home when you intend leaving work and what time to expect you home.

Leave contact numbers at home so that the SLT can be contacted if there are concerns for your safety.

It is recommended that staff use a mobile phone when off-site. It is the staff's responsibility to ensure that the phone numbers recorded are current and active.

Home visits

Please request that animals are secured in a different room before arrival of the tutor or other visiting staff member.

A responsible adult must be present at all times.

Staff must telephone or text school to inform of their arrival

Staff must not wait in an empty house (or with children under 18) whilst the responsible adult leaves, for example to collect children from school. The member of staff must leave the premises and either re-schedule or wait in their car until the parent returns.

Appropriate and accurate recording of parental views must be signed and dated by the parent.

The responsible adult must sign the tutors log on each visit.

If you are delayed, call the responsible adult and let them know your new estimated time of arrival.

If staff consider themselves to be at risk they should not enter or make an excuse to leave where necessary e.g. 'I've left the car lights on' or 'I've left some papers in the car' and depart, or use the WhatsApp group to text the codeword MAD and school will phone and direct you to leave for a made-up reason. Telephone the Police if required.

Carry a mobile phone and leave it switched on throughout the visit. It is recommended that staff have the school contact number on their phones.

Members of staff making out of school hours visits must ensure that as well as the school, someone else (i.e. other work colleague) knows of their whereabouts, so they too can monitor their safe return. If there is a serious concern regarding an individual's safety because they have not returned as expected, notify the line manager who may then contact the police.

Procedure if staff member fails to make pre-arranged contact after 30 minutes has elapsed then the pre-arranged contact should:-

Phone their mobile
Call colleague at home
Contact home/family visited
Call line manager
Call police

Reporting an incident

It is important to report any incident, whether it be aggression, violence, a transport breakdown or a personal accident to your line manager. In this way, a full investigation can be made to assess any further potential risks and identify any additional safety procedures needed in order to prevent a similar incidents.

Transport

PRU based staff must use vehicles belonging to Pinderfields Hospital PRU (minibus or people carrier) whenever possible

If using own vehicle, staff must have business use cover on their insurance and a valid MOT certificate and if using this vehicle to transport pupils – prior consent must be sought and a webcam used to record the journey

Staff should follow the safety guidelines as per Annexe A

ANNEXE A – PERSONAL SAFETY IN YOUR/PHPRU VEHICLE

- Keep the vehicle in good working order, rectify any faults and ensure it is serviced regularly
- Always ensure you have adequate fuel
- Carry details of the breakdown/rescue organisation and/or procedures in the vehicle
- Plan your route before setting off – when you have the choice use main roads
- Inform someone of the route you will be taking and when you expect to arrive
- Have directions and maps in the vehicle to ensure you do not have to stop to ask
- Do not have valuables in the vehicles
- Keep the doors locked and windows closed, especially in towns where you will be stopping at junctions
- Keep handbags, briefcases and mobile phones out of reach of open windows in case of snatch thieves
- When you leave the vehicle, lock personal belongings in the boot – do not leave them on display
- Lock the vehicle, even if you are only going to pay for fuel on a garage forecourt
- When parking in daylight consider what the area will like in the dark
- At night, park in a place that is well lit and if possible, busy. Try to avoid car parks where you and your vehicle are not clearly visible
- If you think you are being followed, keep driving until you reach a busy area or a police/fire/ambulance station, or even a garage

IF YOUR CAR BREAKS DOWN

- Pull into a safe place
- Switch off the ignition and switch on the hazard warning lights, if possible summon assistance
- Taking account of how isolated you are, assess whether to stay inside or out of the vehicle
- If inside, consider sitting in the passenger side to give the impression you are not alone
- Keep the doors locked and windows open no more than 1.5 inches
- If you leave the vehicle lock it and if it is dark, or will be soon, take a torch
- If you have a warning triangle place it in the direction of oncoming traffic 30 metres away from your car on the same side of the road