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**Alternative Education**

Lone Working Policy

**Issue Date: May 2022**

**This policy covers lone working for staff who go into home settings and residential homes. It is also**

**relevant for staff who work in public settings such as libraries and in schools, for example, after school provision, in a designated area of school.**

Where a school has requested home working for students, Linked-Learning Ltd will request the following:

* Completion of an online referral form by an appropriate member of the Senior Leadership Team.
* **\***A meeting with parents or carers, either at school or in the home, which is important, to gather useful information that can inform practice.
* A follow up meeting with the school to agree curriculum to be taught and resource materials to be utilised.

# Due Diligence & Safeguarding Visits.

Prior to commencement of home tuition, school may request photo identification and DBS registration number of the staff member who will visit.

Linked-Learning Ltd will request that there is a current record of a school verified safeguarding visit. Regardless, Linked-Learning Ltd will conduct their own risk assessment/safeguarding visit prior to any agreement of outreach tuition. There is a charge for such a risk assessment.

All visits are recorded and any concerns relayed to the school.

Some commissions are not suitable, the client (school/LA) will be advised following the risk assessment. Payment for the risk assessment is required regardless of whether further services are commissioned.

A copy of liability Insurance for Linked-Learning Ltd is available on request

# Working in a residential home

In the case of a looked after child, the LA is responsible for the child’s education and safeguarding the child’s welfare. Both the LA and primary carers would fulfil the parental role here and should be consulted. In all cases, Linked-Learning Ltd will communicate with relevant services (LAs, CAMHS, NHS, schools and school nurses) to ensure information regarding education and support needs for the child or young person is current.

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# Lone working in a private home/domestic setting:

Linked-Learning Ltd staff are directed to tutor in social spaces within a domestic/home environment. Appropriate social spaces include dining rooms and kitchen areas. In some houses a designated space in a lounge or other downstairs room may be utilised.

Linked-Learning Ltd staff will not undertake tuition in bedrooms, either upstairs or downstairs, or any other areas which are not easily seen by additional adults – this is to protect children and Linked-Learning Ltd staff. Linked-Learning Ltd Staff reserve the right to end a tuition session if they are verbally abused in any way or feel that their personal safety is at risk. If this happens, the staff member concerned will file a report and contact the Designated Safeguarding Lead at Linked-Learning Ltd who will liaise with the DSL at the child’s school.

Regarding tuition in the home/domestic setting: there must be a competent adult present in the home (over 18 years of age) whilst the tuition is taking place. The designated adult must remain on the premises for the duration of the tuition, as part of the terms and conditions of service provision by Linked-Learning Ltd.

# Linked-Learning Ltd teachers and staff will:

Always wear their identification badge during tuition sessions.

Refer any safeguarding concerns to the designated safeguarding lead in school and at Linked-Learning Ltd.

Complete an Individual Education Record entry for each session taught.

# Registration and Attendance

Linked-Learning Ltd will provide confirmation of attendance to the school, academy, or local authority for each tuition session.

# Refusal to engage (child or young person)

If a child or young person refuses to engage with the tutor who has arrived at the home as per prior agreement, there will still be a charge for the session. If appropriate, tutors will remain for the duration of the session and seek to engage the student, unless the student becomes violent, verbally abusive or the parent/carer calls an end to the tuition session.

Our tutors will always encourage students to engage with education. However, there may be some students who are unresponsive or refuse. If this happens, Linked-Learning Ltd staff will submit this information as part of the IER.

Linked-Learning Ltd staff are not permitted to sanction a child or engage in consequences for refusal to learn – this is the sole responsibility of the parent/carer/corporate parent and school.

# Cancellation

Please refer to the Service Level Agreement Terms and Conditions, at time of booking.