



Lone Working Policy - Homes and Outreach tuition

Issue Date: May 2023

Review Date: May 2024

Authority: Director, Connect2Education Ltd

Executive Summary

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, Connect2Education 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.

Connect2Education Ltd will request that there is a current record of a school verified safeguarding visit. Regardless, Connect2Education 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 Connect2Education Ltd is available on the website

www.connect2education.co.uk

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, Connect2Education 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.

Lone working in a private home/domestic setting:

Connect2Education 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.

Connect2Education 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 Connect2Education Ltd staff. Connect2Education 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 Connect2Education, 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 Connect2Education Ltd.

Connect2Education Ltd teachers will:

Always wear their identification badge during tuition sessions.

Refer any safeguarding concerns to the designated safeguarding lead in school and at Connect2Education Ltd.

Complete an Individual Education Record entry for each session taught.

Registration and Attendance

Connect2Education 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, Connect2Education Ltd staff will submit this information as part of the IER.

Connect2Education 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.