



# Interaction & Communication

— Academy Trust —

# Personal Safety Policy

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Review Cycle	3 years
Review Date	March 2023

## **Covid-19 Addendum**

The addendum applies until further notice. It sets out changes and expectations to our normal policy. Staff should continue to follow the normal Personal Safety policy as well as the items covered in this addendum. We may need to amend or add to this addendum as circumstances or official guidance changes. We will communicate any changes to all staff.

Staff must continue to follow the rules as set out in this policy whilst adhering to the detailed risk assessments provided by their school. Staff must continue to follow and adhere to current government advice and where necessary, the additional localised rules.

## **Philosophy**

The Interaction and Communication Academy Trust (ICAT) and its Academies recognise the duty to ensure, as far as is reasonably practicable, that staff and pupils should be able to carry out their full range of responsibilities and duties, in a safe and secure environment, free from threat of crime and violence.

Access control procedures must therefore be in place to ensure, as far as possible, that no one is able to access Academy buildings unacknowledged and that, once in the buildings, systems are in place to protect or help pupils and staff should support become necessary.

Systems and procedures should be in place to ensure, so far as possible, that our pupils should not be able to leave the Academy premises without consent or be defenceless against unwarranted interference.

## **Practice**

- all staff should be aware of the Trust/Academy's guidelines regarding security and the Senior Leadership Team are responsible for their implementation
- all visitors are signed into the Visitors' Book (or electronic equivalent)
- fobs for the doors will only be given to staff members, and professionals who work regularly within Academy (i.e. are timetabled)
- all access points are controlled
- if appropriate try to ensure that the pupils in your class are aware of the dangers of strangers being in the Academy and discuss with them what they should do if confronted by one
- never interrogate an unwanted visitor
- report anyone who you feel is suspicious to the Principal – asking politely if the individual needs assistance or as to whether they have signed into school is acceptable
- in the event of feeling threatened or intimidated the SLT should be called immediately
- if someone does become aggressive or in any way causes discomfort staff should leave the area as soon as possible, ensuring students are always safe and protected

- if you feel that an interview is likely to lead to dissatisfaction or anger, do it in a room where you are able to keep them away from you and where you can easily escape. If such a room does not exist, ensure that you do not allow yourself to be put in a corner and always let someone know where you are and what you are doing
- never stand up to an aggressor if you do not have to
- interviews/meetings should be conducted with two members of staff where possible. If there is any form of aggression within the meeting the meeting should be called to a close diplomatically and in a non-confrontational way, alternative meeting dates may be supplied/negotiated if possible.
- non-confrontational techniques should be applied throughout
- in the event of an escalating threat the police should be called
- interviews/meetings should be conducted with two members of staff where possible. If there is any form of aggression within the meeting the meeting should be called to a close diplomatically and in a non-confrontational way, alternative meeting dates may be supplied/negotiated if possible
- in the event of an escalating threat the police should be called.

### **Performance**

We know that we have a safe and secure Academy when the Governors, Principal, staff and managers of other staff in Academy:

- observe the ICAT's policy on Personal Security
- ensure that the building access control procedure for the Academy is adapted, maintained and reviewed so that unauthorised access is always preventable, so far as is reasonably practicable
- determine how the governors' responsibilities will be exercised
- consider security recommendations and advice from the LA and other appropriate organisations
- monitor and review the policy annually in the light of experience and known risks
- monitor the Academies' security measures and procedures at least termly
- provide a recognisable system for logging all risk management incidents
- have risk assessments for all staff working off-site and for those responding to out-of-hours emergency call outs

### **Lone Working**

The Trust is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, grounds, cleaning staff may be required, or choose, to work alone or in isolated situations. This however may introduce risks for a normally non-hazardous work activity.

### **Categories of lone workers**

In ICAT Academies a lone worker will most probably fall within one of the following categories:

- those who work in an otherwise unoccupied part of the building

- those who work in an isolated part of the Academy grounds
- those responding to an alarm call out after normal Academy hours

### **Definition of Lone Working**

Where staff are engaged in work (either outdoors or indoors) where there are no other people who could reasonably be expected to come to their immediate aid in the event of an incident or emergency.

### **Risk Assessment**

It is the responsibility of the Health & Safety Co-ordinator/Principal to ensure that an annual Health & Safety and Risk Assessment is undertaken and that members of staff are aware of the content of this as well as the risks of Lone Working. The risk assessment will consider the type of tasks undertaken, the environment, health and safety instruction and training received and the individual's medical history.

Hazards identified will be evaluated by the Health and Safety Co-ordinator/Principal for the likelihood of the hazard causing harm. Measures will be introduced if the assessment shows that the existing precautions are inadequate to eliminate or adequately control the hazard. The risk assessment will be subject to review to ensure it is relevant and current to the workings of the Academy.

### **Controls**

The experience and training of all staff and the activities to be undertaken will be taken into consideration before allowing lone working. Lone workers must be considered capable of responding correctly in an emergency by the Principal and/or Health & Safety Co-ordinator. Wherever possible it is recommended that staff work with a colleague.

Staff should not enter the premises if there are signs of intruders but are advised to immediately call the police.

Staff should activate the door security system when lone working and ensure that areas of the building which are not in use are kept secure. Staff must not place themselves in danger by challenging intruders or vandals but should call the police for assistance

Staff should not work alone if they have medical conditions that might cause incapacity or unconsciousness.

All lone working staff should establish their own checking in and out system with either family, friends or work colleagues. It is advised that lone workers provide a relative or friend with a telephone contact number (Principal or Health & Safety Co-ordinator's mobile phone numbers) to call if the lone worker fails to return home at the expected time.

Staff will receive information and/or training to help ensure they understand the risks associated with lone working and how to minimise these risks. All lone workers, in an otherwise unoccupied building, should follow the Academies' Fire and Emergency

Procedures for Users other than Academy Personnel. All staff have a responsibility for making themselves familiar with and following the Academies' safety procedures and location of safety equipment.

Staff must ensure that their network has good reception within the building if they intend to use their mobile phone. Although phones can give an extra reassurance, they do not provide complete protection and staff should always still be alert for their own personal safety.

In the situation where two people or more are working in isolated areas of an otherwise unoccupied building, personnel should keep each other informed about their movements.

Lone workers should not undertake activities that involve the handling of money, working at height, any task that has been identified as medium or high risk or which are potentially hazardous given their own level of experience and the nature of the task. Staff working at height in an isolated building must follow the Academy working at height procedures.

All Academy personnel are reminded about the importance of maintaining a healthy work/life balance.

It is the responsibility of all Academy personnel and contractors to adhere to the lone working procedures and to report any difficulties, failure of equipment or general concerns on health & safety to the Principal and/or the Health & Safety Co-ordinator. If members of staff fail to follow procedures designed to protect their safety, this could result in a disciplinary matter as they will have contributed to their injury and any compensation claims for damages or unfair dismissal may be reduced accordingly.

The Academy respects the right of the employee, under the Trade Union Reform Employment Rights Act 1993, to refuse to carry out work where there is a serious and imminent risk of danger. They can also advise others to do the same without being dismissed as a result. Staff should be proactive in bringing to the attention of Principal and/or Health & Safety Co-ordinator any aspect of work-related risks.

The Health & Safety Co-ordinator and/or Health & Safety Governor will regularly monitor the implementation of these procedures. Following any incident an investigation will be carried out and its finding used to inform change to procedures and working practices.

## **Home Visits**

Home visits should never be made alone. At least two members of staff should attend. Prior to a home visit staff should ensure that they inform others of their:

- destination
- contact number (mobile)
- estimated time of arrival, departure and return
- Staff should dynamically assess risk during home visit and leave at any time they feel uncomfortable with proceedings