
Duty of Care Policy

Spring 2017

Summary

This policy outlines the Duty of Care policy for Fieldhead Carr Primary School.

Author's Role	Headteacher
Date	Spring 2017
Internal Review Date	Spring 2018
Review date	As changes

Overview

Whilst the use of the SOLO DoC (Duty of Care) system is voluntary, prime responsibility for DoC lies with the individual. It is therefore in your interests to utilise the DoC process. Details below describe the process adopted by Fieldhead Carr Primary School.

1. Issues

Working alone, entering a deserted building, returning to an office or work place outside 'Normal' hours is becoming more and more common place in today's society and offers flexible an efficient work-life balance.

While 99.9% of the time no mishaps occur, if or when then do, the repercussions can be serious for all parties concerned.

2. Risks

As with all public and private sector buildings with high value content (Computers, machinery etc...), Fieldhead Carr is venerable to criminal intent and lone visitors should be made aware of this and the simple precautions to ensure their safety.

Fieldhead Carr School is regularly risk assessed and most lone workers or attendees will know the layout and multi-level areas, however in poorly lit conditions, confusion can set-in, leading to trips and falls.

3. Assessment and Management of Potential Hazards

If the need arises to enter the building outside normal hours, two possible courses of action should be taken:

(i) Superintendent and/or school club is on site – ring ahead to inform them that you are going to be in the building. This will avoid startling them (ringing police, panic activation of the alarm system etc...) and facilitate safer access, particularly if maintenance work is being carried out. Be sure to inform the superintendent (or School club) when you leave, this process will also avoid the burglar alarm being set while you are still in the building.

(ii) Empty building (and School club closed). SOLO Duty of Care process should be followed as stated below:

Entering School

- Tell a friend, parent or partner where you are going and estimate you return. Ensure they have access to the DOC contact list (Head – Business Manager– Superintendent)
- On arrival outside school, while in your car / bus, text or phone one of the above to let them know you are entering the building.
- Assess the surround area; wait if suspicious persons are in the vicinity; have your keys ready; act with confidence; lock the outer gate once inside the grounds.
- When the alarm is unset, relock the building door (the entrance / cleaners light should always be on)
- Familiarise yourself with the light switches and use them!

Note: The school alarm uses a "Redcare" monitoring system that alerts a central control that it has been turned off or on, however this is not designed for duty of care purposes.

Leaving the school building

- a. Ensure all doors and windows that have been opened, have been re-closed.
- b. Switch all lights off except in the entrance
- c. Set the alarm using the Fob
- d. Unlock and leave the building, checking the immediate area. Lock the door and wait for the confirmation tones.
- e. Unlock, leave and re-lock the outer gate.
- f. Once in your vehicle or safe public place, text or phone the member of staff you contacted when entering the building to inform them you are safe and left the school.

4. DoC Actions and rising concerns

If the friend, parent or partner has concerns, they should first try to contact the person, and then use the DoC contact list. They will then investigate the delay using a managed risk assessment.

5. Managed risk assessment

The DoC contact will alert the others on the list (Minimum of one person), and assess if additional assistance or joint attendance is required. In either case regular contact must be maintained with the others on the DoC contact list as well as the concerned relative / carer.

6. DoC Contact List – Updated from April 2017

Headteacher

- Mobile – 07876 638796

School Business Manager

- Mobile – 07834 583637

Superintendent

- Mobile – 07891 273239

Designated Key holder (Chair of Governors)

- Mobile – 07787 525520