



LONE WORKING POLICY

Approved On:	19 th March 2020
Staff:	Headteacher
Notes:	Non-Statutory
Next Review Date:	Spring 2023

Headteacher: Mrs Kate Collins



INTRODUCTION.

The Local Academy Committee is committed to ensuring staff, volunteers and contractors enjoy a safe working environment. It is recognised that there are occasions when teaching, support, administrative, caretaking, cleaning staff or contractors may be required, or choose, to work alone or in isolated situations. However, lone working should be avoided whenever possible.

THE PURPOSE OF THIS DOCUMENT.

To ensure that when lone working occurs when any staff member is engaged in work on the school premises, the SLT is aware in case of immediate aid required in the event of an accident, incident or emergency.

To ensure that staff are aware that our lone workers also includes staff or volunteers who work by themselves where there is no close or direct contact with a colleague. This might involve:

- Home visits;
- Appointments with professionals at parents home/another venue, i.e. schools or offices;

AUDIENCE.

This policy is available for all members of the school community. It is kept in each staff member's policy file and a copy is held in the reception area for visitors.

AIMS

Lone working occurs when any staff member is engaged in work on the school premises, where there are no other people on site who could reasonably be expected to come to their immediate aid in the event of an accident, incident or emergency. It also includes staff or volunteers who work by themselves where there is no close or direct contact with a colleague.

There are 6 categories of staff lone working identified for Risk Assessment (see Surrey C .C. generic Risk Assessment held in the School Office), and one where Contractors are involved (not included by Surrey) as follows:

- 1) Teaching and Office Staff working before or after the school day.
- 2) Caretaking Staff (including cleaners) who do cleaning and/or maintenance work or who are locking up the building before and/or after the school day.
- 3) Teaching and Office Staff doing ad hoc work in school at the weekend or during the school holidays.
- 4) Caretaking Staff (including cleaners) working at the weekend or during the school holidays.
- 5) Contractors working outside school hours or during the school holidays.
- 6) Staff or volunteers who work by themselves off-site where there is no close or direct contact with a colleague.

PRACTICE

Controls: These controls should be included in the Staff Handbook issued to each member of staff, and be presented to Contractors before they commence working.

- All staff must sign in and out using established procedures meaning that they should have access to the office in Key Stage 1. Office staff will regularly check the signing in/out book to check for instances of Lone Working and to check that procedures have been followed. Contractors will be recorded in the same way assisted by the key holder allowing their access, and returning to record their exit before locking up.
- All Lone Working Staff must establish their own checking in and out system, with their checkers details being recorded and updated regularly in each staff member's file. Each checker should be supplied with a key holder's contact number, in case of non- response, although if there is any real concern the authorities (Police and Ambulance) should be alerted immediately.
- Every Lone Worker has a responsibility to be familiar with and to follow the school's safety procedures. They should be familiar with the location of medical equipment (contractors would

hopefully have their own first aid kit), fire prevention instruments and other safety items including the school's telephone system(although it is recognised that most have mobile phones and would use them to report problems or to check in).

- Staff should receive information (via the Staff Handbook) and /or training to help ensure they understand the risks associated with lone working and how to minimise those risks.
- Lone Workers should not undertake activities that involve handling money, working at height, or any task that has been identified in training as medium or high risk.

Home Visits:

- Employee or school representative **MUST NOT** provide home visits in the evening unless they are totally unavoidable.

Employee or school representative must be aware of background information before making a visit.

→ When arranging the first home visit with a parent/carer over the telephone ask who will be present in the home

→ The employee or school representative may be accompanied by a colleague on initial home visits where it is deemed that there may be a high personal safety risk factor.

- Employee or school representative should not be left alone with child in home.
 - Clear notes of the meeting should be made by the employee or school representative.
 - Meetings at any neutral venues should be logged with the headteacher with times and venues clearly stated.
 - All movements should be diarised and variations notified via the Google calendar. An estimated time of the return from the visit **MUST** be written on 'office only section' on the sign in sheet.
 - If employee or school representative finds they are delayed, call the parent and let them know you will be arriving later than originally planned.
 - If, on arriving at a home, you consider yourself to be at risk, decline to 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. Do not attempt to enter what is considered a risk situation.
 - Employee or school representative should leave a mobile phone on at all times so that she/he can be contacted for checks or can report in any issues.
 - If at any time, the employee or school representative experiences any aggression or verbal abuse, or other unwelcome approaches, this should be reported to the SCHOOL immediately, when safe to do so. Employee or school representative should leave at the earliest opportunity.
- Employee or school representative must not then arrange to make another appointment with the abusive or aggressive person until the case has been reviewed with SLT.
- The employee or school representative must ensure she/he has appropriate car insurance for transporting parents/carers and their families if necessary when carrying out their day to day duties.

Best Practice Guidelines for Employee or school representative

- Always trust your instincts – if you are in any doubt or feel unsafe, remove yourself from that situation.
 - Act in a confident manner and terminate the visit apologetically, for example by saying you have to be at another meeting which you had forgotten about.
 - Plan your route and take a map along, to avoid having to stop and ask for directions in unfamiliar surroundings.
 - Consider where you park and always reverse into a space, so it is easy for you to drive out.
 - If walking, use well lit public streets – do not use shortcuts.

- Pay attention to your surroundings when in someone's home – where are the doors? Sit in a seat nearest to a door.
- Ensure you always have your mobile telephone switched on and to hand.
- Keep your keys easily accessible.
- Avoid carrying valuables or large sums of money.
- Do not allow a parent/carer to leave you alone with their child/ren. If, whilst talking, a parent walks out of the room and leaves you with a child/ren in the room, follow them (i.e. into the kitchen if they are making drinks etc).
- Always have a legitimate reason for leaving, e.g. that you have another appointment.
- It is advisable not to accept offers of a drink whilst on a home visit.

Conclusion:

Lone Working should be kept to a minimum, but when necessary, the controls outlined above must be followed. Any problems should be reported to the Head teacher and /or the Health and Safety co-ordinator immediately. All school personnel are reminded about the importance of maintaining a healthy work/life balance.

HOME/SCHOOL PARTNERSHIP

This policy is available to all parents and carers so that they are informed of school practice.

SEND

Staff's individual needs are met through a variety of differentiated activities and adult support.

EQUAL OPPORTUNITIES

No member of staff will be discriminated against on the grounds of age, race, culture, ethnicity, gender, ability, religion, sexual orientation or social background.