



LONE WORKING POLICY

Approved On:	21 st March 2023
Staff:	Headteacher
Notes:	Non-Statutory
Review:	Every 3 Years
Next Review Date:	Spring 2026

Headteacher: Mrs Kate Collins

a member of



Learning Partners
academy trust

INTRODUCTION.

The Local Governing Body 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 include 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 and ensure that their mobile phone is with them at all times.*
- *All staff must inform a member of the SLT that they are on site and alone and again when they leave.*
- *Contractors and Club Providers must sign in and will be issued with a code for the gate and will be also given a copy of the master key.*
- *In case of non- response from any staff working alone, if there is any real concern the authorities (Police and Ambulance) should be alerted immediately.*
- *Every member of staff 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, fire prevention instruments and other safety items.*

- 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.
- Members of staff 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 be aware of background information before making a visit.*
- *Staff will not undertake Home Visits alone, they will always go with another member of staff.*
- *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 the 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.*
- *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 any duties if agreed beforehand with the Headteacher.*

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.