



# **Lone Working Policy**

## **October 2024**

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**Compiled by School & Governors.**

**Revised 24/09/2024 – Andy Hill School Business Manager**

## **The Governors and Headteacher are committed to ensure staff and pupil safety at all times whilst working alone.**

This Policy outlines the procedures and guidance to be followed when a staff member is working alone. Its aim is to ensure that;

- Procedures are applied consistently across the school.
- Staff receive relevant information, instruction, training and supervision with regard to working alone.
- Risks to lone workers are minimised and controlled where practically possible.

### **Purpose**

For the purpose of this policy 'Lone Working' is defined as any working practice that involves a member of staff undertaking their duties alone, including working with pupils and families. Examples of Lone Working include:

- Making Home Visits
- Being the last person in the school building at the end of the day.
- Working one to one with a pupil.

Wherever possible staff should not work alone. Ideally parents, carers or outside agencies should be invited into school to avoid lone home visits. Staff should not work late and alone in school wherever possible.

### **Guidelines**

It is recognised that there may be occasions when a member of staff may have to work **alone in school**. The following guidelines should be met:

- Ensure a member of the SLT knows when and where you are working, and what time you intend to finish.
- Make sure all windows and external doors are locked if you are alone in school.
- Make sure you have access to a school telephone or a charged mobile phone at all times.
- Be aware of **your** Health and Safety whilst at school, do not take any unnecessary risk i.e. standing on a chair to reach something above head height.

- Contact member of SLT once finished or in the event of an unexplained emergency.

### **Staff Offsite Visits:**

Where a lone offsite visit is required, staff should follow these guidelines:

- Ensure that the visit is logged in the school diary or signing in/out book so that SLT can act accordingly in the event of an emergency.
- Advise school of the Name, Address and time of appointment and estimated end time.
- Should the meeting go on longer than expected contact the School or member of SLT to advise accordingly.
- Have a charged mobile phone with you at all times, with School, SLT and a Trusted Friends numbers programmed in.

### **Monitoring**

- **If during office hours**, a designated member of office staff will alert a member of SLT if the member of staff has not returned or made contact with the school within 30 minutes of the expected return time.
- **If out of hours**, it is the staff members responsibility to contact an agreed designated contact person, or member of SLT to advise that they have finished and are on their way home.
- If no contact has been made within 30 minutes of the expected finish time, the designated contact person will attempt to contact the member of staff. If unsuccessful the police will be contacted.
- Your mobile phones should be charged and left on at all times.
- Should you feel uncomfortable or unhappy with the way a meeting is going, terminate the visit and agree to meet with them another time. Once out of the building contact a member of SLT and advise them of the situation. Your safety and welfare is paramount.

### **Reporting:**

Any incidents whilst Lone Working must be recorded and reported on CPOMS (where appropriate) and to a member of SLT. This must be done as soon as possible so that others are not put at risk. Should the incident suggest a child may be at risk the safeguarding and child protection policy must then be followed. If the incident involves any kind of aggression towards a member of staff then the Assaults Guidance must be followed.

### **One to One Teaching:**

There will be times where staff work one to one with pupils at school. Rooms and space for this must be carefully considered. Doors should have a viewing panel, where appropriate staff should leave doors open. Public spaces are preferred rather than out of the way parts of the school. All sessions must be risk assessed, agreed by SLT and where appropriate with parents/carers and LA (bespoke pathway)

**Transport:**

School Business Manager to refer to vehicle tracker at the end of the day to ensure that all staff have arrived home safely from their designated transport run. If not a call will be made to the member of staff to ensure their safety.

**Exceptions:**

Pregnant women and those staff with a certain medical conditions or disabilities which could lead to an emergency are considered a high risk. Therefore, the member of staff may be asked to make alternative arrangements, or a specific risk assessment will need to be carried out.

## **Appendix 1**

### **A guide to personal safety when out and about.**

#### **Public Transport:**

- View timetables and decide time of travelling in advance
- When waiting for transport after dark, wait in well lit areas and if possible near any emergency alarms and cctv.
- If using public transport, sit near the driver, move to a safer seat when possible; be aware of where the emergency alarm button is situated.
- If something or someone makes you feel uncomfortable, act on your instincts and move seats ready to raise an alarm.

#### **Taxis:**

- Only use marked licensed taxis.
- When possible make bookings for both your outward and homeward journeys before you leave.
- Ensure you have a few taxi firm numbers available to increase your chances of a successful booking.
- Make sure you get into the correct vehicle, ask for driver's name in advance from operator if they do not use the text/call back facility.

#### **Driving:**

- Ensure your vehicle is well maintained and has more than enough fuel for your journeys. Lock your doors whilst travelling between visits; try to park in well lit areas. Consider joining a breakdown recovery organisation.
- Keep an emergency kit in your car – extra coat or blanket, torch, water, spare change and a phone charger.
- Always have necessary maps or Sat Nav for your journey if it is new to you, this reduces the need to stop and ask a stranger.
- When returning to your vehicle be aware of your surroundings, have your keys ready and check the inside of your vehicle before you get in.
- Do not keep valuables/mobile phones on a seat where they can be grabbed through a window.
- Should you break down, be aware of your surroundings and only get out of your car when you feel it is safe to do so.

- Road Rage incidents are rare and, by not responding to aggression from other drivers, can often be avoided.
- If the driver of another vehicle forces you to stop, keep your engine running and if you need to reverse to get away.
- Try not to use isolated car parks.
- When using a car park, consider where the entrances and exits are. Try to avoid having to walk across a lonely car park to your vehicle. Where possible reverse into a parking space.
- If you are approached and feel uncomfortable use your horn to attract attention or to discourage the other person.
- If you see an incident or accident or someone tries to flag you down, don't stop to investigate without thinking – is it safe? Could you help, or would it be safer and more use if you went for help?

### **Pedestrian**

- Try to avoid walking alone at night.
- Keep to well lit and busy streets, avoid isolated areas.
- Avoid areas of notoriety
- Walk facing oncoming traffic.
- If you think you are being followed, cross the street a couple of times, run if necessary to seek help in a shop or office block and seek help. Phone 999 if you can.
- Shout for assistance where possible, clear and concise "Help please call the police".
- Where possible reduce the number of bags or paperwork being carried as this could hinder your ability to move quickly. Try to keep one hand free where possible.
- Keep your keys and phone in your pockets not in a bag.
- Don't limit your audible awareness by wearing ear phones.
- Consider carrying a personal safety alarm
- Remain alert and aware of your surroundings at all times.
- Avoid danger rather than conflict, walk or run away it is a simple but effective way to prevent an incident.
- Where possible use a back pack rather than a laptop, man bag or hand bag.