

Lone Working Policy



Policy

Reviewed: June 2023
To be reviewed: June 2026

St. John's C.E. (C) Primary School Lone Working Policy

Rationale

In accordance with our Christian ethos and values St. John's C.E. Primary School aims to support staff by providing specific instructions to ensure individual safety when working on the premises alone. The policy should be read in conjunction with Health and Safety Guidance Note No. 12 (2013) published by Kirklees Council (LA) and St. John's C.E. (C) Primary School Health and Safety Policy. It is written in accordance with the Management of Health and Safety at Work Regulations (1999) produced by the Health and Safety Executive.

Practice and Procedures

Lone workers have responsibilities to take reasonable care of themselves and other people affected by their work activities. By following the outlined protocol employees are able to co-operate with the school's Health and Safety Policy and meet their legal obligations.

- The lone worker **must** inform the Head Teacher that they are on the premises and also notify them when they have left the building. The next available member of the Senior Leadership Team (SLT) will take on this responsibility in the absence of the Head Teacher
- The lone worker **must** inform a member of family or a person at home that they are working alone and what time they are expected to return.
- The lone worker **must** have a mobile phone with them at all times so that the Head Teacher or member of SLT and family member can contact them to check in
- If work is undertaken during hours of darkness lights should be on in more than one room in the building to give the impression that more than one person may be working
- When in a building alone staff should ensure **all** external gates (apart from the front gate) are locked, that all entrance doors to the school are locked and for extra security it is good practice to lock the door to the room they working in – provided there is a safe fire exit route
- Any work undertaken out of hours **must** be authorised by the Head Teacher
- Any work undertaken by a contractor **must** be made familiar with this policy by the Caretaker on duty, who would be deemed the Manager in this instance

If the lone worker does not return home within one hour of the expected time the person at home should notify the Head Teacher immediately and the following procedure should be followed:

- The Head Teacher, or next available SLT member, should attempt to contact the lone worker by phone and visiting the premises if necessary. A decision should be made whether or not to contact the police at this point – it is perfectly acceptable to ask the police to attend the premises when trying to make contact with the lone worker.
- When the police are contacted they will need the following specific details:
 1. Lone worker's name, address and phone number
 2. Family contact and relationship
 3. Approximate height, weight, hair colour and style
 4. Eye colour and any other distinguishing features
 5. Car make, model, registration and year

6. What they were wearing when last seen

Inclusion and Equality

In line with our duties under the Equality Act (2010) and as set out in our Equality Policy we are committed to providing a teaching environment conducive to learning. Everybody is valued, respected and challenged regardless of race, gender, religion, social background, culture or disability.

Policy Monitoring and Review

This policy will be reviewed following the 3-year Policy Review Cycle of the school or when there are any changes to the statutory guidance that warrant it. It may also be reviewed earlier should it no longer comply with school practice or the legal requirements of the school.

Policy produced by ..Aidan Blackburn..... Date: 24/06/2020

Approved by (Chair of Governors): Date :

Review Date: June 2023

If you need further copies of this document, or would like the document in another format, such as enlarged print, audio tape or another language, please contact Sarmilla Dhangar, Bursar, at the school.

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